1 Getting Started

This chapter describes how to connect your Newton device to your computer, install the Newton Connection Utilities, and use the utilities to create your first backup.

About the Newton Connection Utilities

With the Newton Connection Utilities, you can connect your Apple MessagePad or other Newton device to your computer and do the following:

■ Back up Newton information and store it on your computer.

■ Install packages (applications, system updates, and so on) on your Newton device.

■ Use your computer's keyboard to enter information on your Newton device.

■ Import information from your computer to your Newton device and export information from your Newton device to your computer.

■ Import information from your computer to the Newton Works application on your Newton device and export Newton Works information from your Newton device to your computer.

■ Keep your applications synchronized by updating information on both your computer and your Newton device.

The Newton Connection Utilities work with the Newton 2.0 or 2.1 operating system. If you have a Newton device that uses an earlier version of the Newton operating system and you don't plan to upgrade, Apple recommends you use the Newton Connection Kit 2.0 instead of the Newton Connection Utilities.

Note: The Newton Works import, Newton Works export, and Auto Dock features of the Newton Connection Utilities work only on Newton devices with the Newton 2.1 operating system.

Installation requirements

To use the Newton Connection Utilities, you need the following:

- A computer using the Mac OS with a 68030, 68040, or PowerPC microprocessor
- Mac OS version 7.1 or higher
- 8 megabytes (MB) of total RAM with 4 MB available (12 MB recommended for a Power Macintosh)
- A hard disk drive with 10 MB of available disk space
- An available printer port, modem port, or printer-modem port
- A serial cable or AppleTalk cable
- If you have a MessagePad 2000 or 2100, a Newton Serial Adapter

Connecting a Newton device to your computer

To use the Newton Connection Utilities, you connect your Newton device to your computer in one of the following ways:

- using a serial cable
- using an AppleTalk network

Connecting with a serial cable

You use a serial cable to connect your Newton device to the printer or modem port on the back of your computer. If you don't have a serial cable, you can purchase one from an authorized Apple dealer. The cable has mini DIN–8 connectors on both ends.
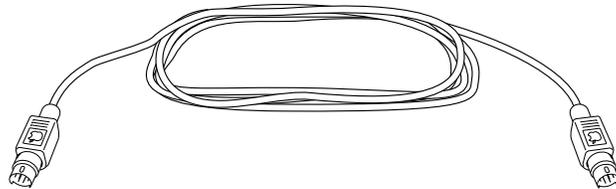
To connect with a serial cable, follow these steps:

1 **Make sure both your computer and your Newton device are turned off.**

2 **Plug one end of the serial cable into the Newton InterConnect port (or the Communication port) on your Newton device (or, if you have a MessagePad 2000, connect to the Newton Serial Adapter, and then plug the adapter into the Newton InterConnect port).**

   Note: If you're using a MessagePad 2000 or 2100, be sure to connect the cable to the serial adapter first and then connect the adapter to your MessagePad 2000 or 2100—otherwise, your MessagePad may not establish a connection properly.

   If you're using an eMate 300, you can plug the serial cable into either the Newton InterConnect port or the serial port.

3 **Plug the other end of the serial cable into the printer port (🖳), the modem port (📞), or the printer-modem port on your computer.**

Connect to a Newton device.

If you use the printer port, go to the Chooser and make sure AppleTalk is inactive.

Newton Serial Adapter
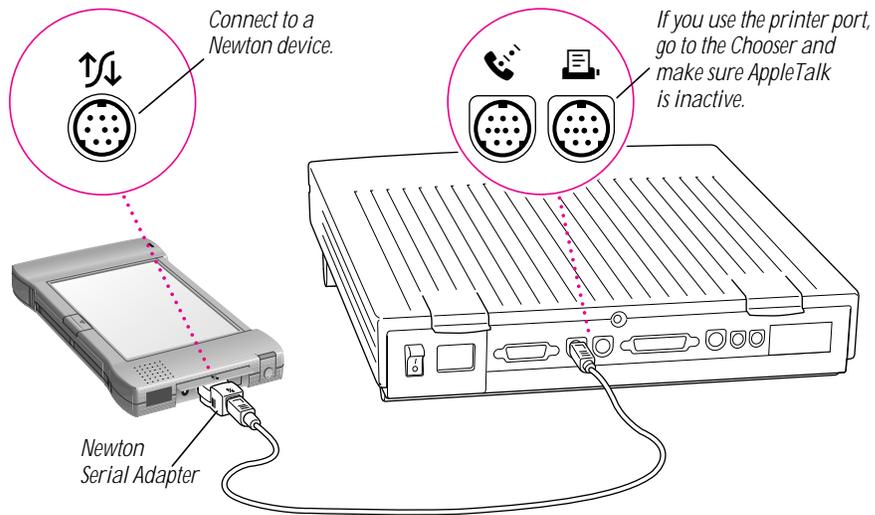
IMPORTANT If you connect your Newton device to a PowerBook that has an internal modem, make sure AppleTalk is inactive and Modem is set to Normal in the PowerBook Setup control panel.

That's it! Go on to "Installing the Newton Connection Utilities," later in this chapter.

Connecting over an AppleTalk network

Use a LocalTalk kit or other type of AppleTalk connection kit to connect your Newton device to an AppleTalk network. If your computer is already connected to an AppleTalk network, you need one connection kit. If not, you need two kits.

LocalTalk connection kit

See the instructions that came with your connection kit to connect to an AppleTalk network.

Plug this end of the cable into your Newton device.
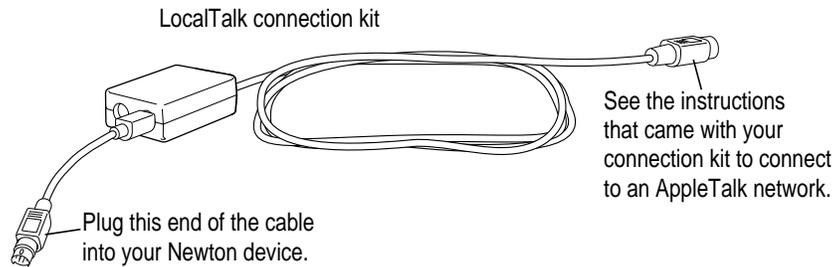
IMPORTANT If your computer is part of an EtherTalk network or another kind of network, see your system administrator for help with connecting your Newton device.

To connect with a LocalTalk cable, follow these steps:

1 **Make sure your computer and your Newton device are turned off.**

2 **Follow the instructions that came with your connection kit to connect the LocalTalk cable to the computer.**

3 **Plug the LocalTalk cable into the Newton InterConnect port or the Communication port on your Newton device (or, if you have a MessagePad 2000 or 2100, connect to the Newton Serial Adapter, and then plug the adapter into the Newton InterConnect port).**

Note: If you're using a MessagePad 2000 or 2100, be sure to connect the cable to the serial adapter first and then connect the adapter to your MessagePad—otherwise, your MessagePad may not establish a connection properly.

If you're using an eMate 300, you can plug the LocalTalk cable into either the Newton InterConnect port or the serial port.

4 **Turn on your computer and choose the Chooser from the Apple () menu.**

5 **Make sure AppleTalk is active.**

If not, click the AppleTalk Active button. If instructions appear on screen, follow them.

Make sure AppleTalk is active.
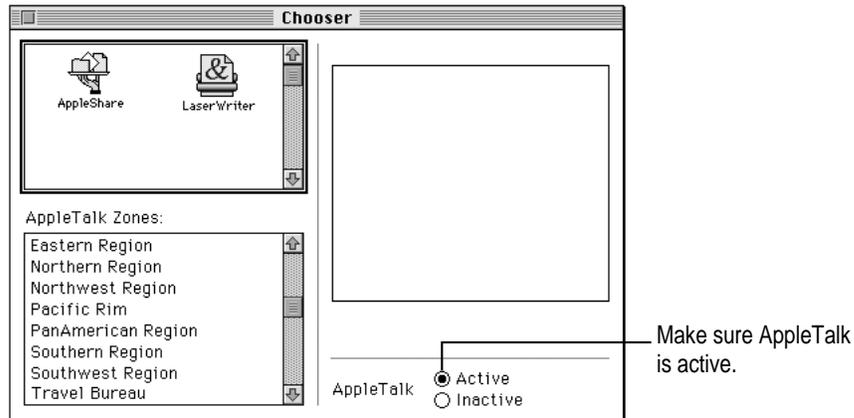
That's it! You've connected your Newton device to your computer on a AppleTalk network. Go on to the next section.

Installing the Newton Connection Utilities

Before your computer can communicate with your Newton device, you need to install the Newton Connection Utilities on your computer. Follow these steps:

1 **Insert the *Install 1* disk for the Newton Connection Utilities into a floppy disk drive (or, if you have an eMate 300, insert the CD that came with it into your CD-ROM drive) and open the disk by double-clicking its icon.**

**2** **Open the Installer by double-clicking its icon.**

If the software is on a CD, you may have to navigate to find it.

NCU Installer

3 **In the Installer Welcome dialog box that appears, click Continue.**

4   **In the dialog box, click Install.**

Click to start the installation.
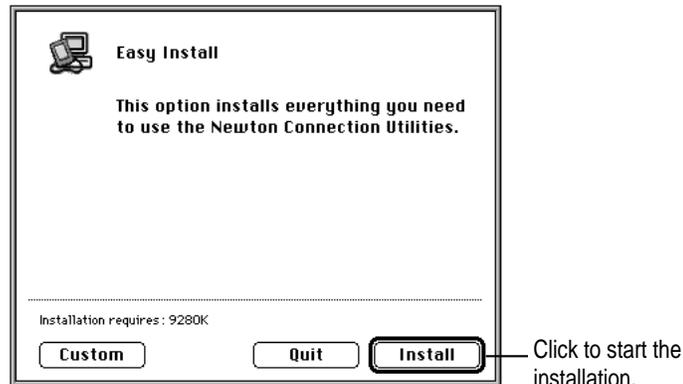
A status box keeps you informed of progress during installation.

5   **Follow the instructions on your screen.**

6   **When you see a message reporting that the installation was successful, follow the instructions on the screen.**

You'll find a folder named Newton Connection Utilities on your hard disk.

Newton Connection Utilities

Within this folder are the Newton Connection Utilities application, a folder containing translators, and a Backups folder.

IMPORTANT Don't move the items inside the Newton Connection Utilities folder. You can change the location where backup files are stored by selecting a different location using the Preferences command in the Edit menu. You can also place an alias for the application or other items in the folder in a different location.

Preparing your computer

To prepare your computer for communication with a Newton device, follow these steps.

Opening the Newton Connection Utilities

■ **On your computer, open the Newton Connection Utilities folder and double-click the Newton Connection Utilities icon.**

Newton Connection Utilities

The Newton Connection Utilities window appears on your computer.

Newton Connection Utilities menus

Buttons are dimmed until you establish a connection from your Newton device.

Click here to turn on (or off) Balloon Help for this screen. When Balloon Help is on, you can move the pointer over a button to learn what it does.

Displays connection messages and other information
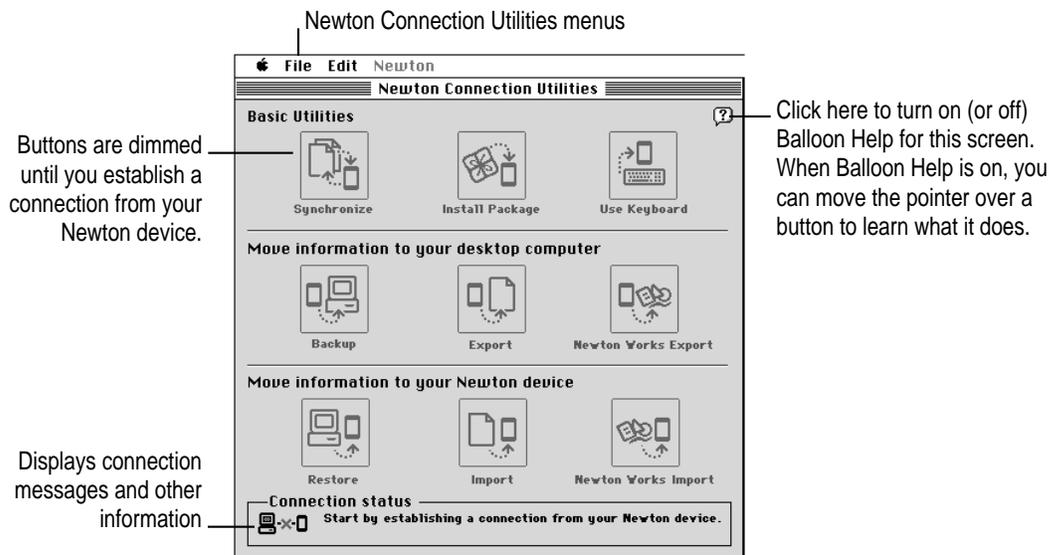
Selecting the type of connection on your computer

The first time you use the Newton Connection Utilities, you need to specify how the Newton device is connected to your computer.

1 **Choose Preferences from the Edit menu.**

A dialog box appears with a list of connection preferences for your computer.

2 **Select the type of connection.**

Select AppleTalk if you have an AppleTalk connection. ⎯⎯⎯

If you have a serial connection, select the port you're using on your computer. You can use either port for a serial connection. ⎯⎯⎯

```
══════════════ Preferences ══════════════
┌─Listen for Newton device on ──────────────┐
│ ⊠ AppleTalk                                │
│ ☐ Modem Port                               │
│ ☐ Printer Port                             │
└────────────────────────────────────────────┘
┌─On Auto Dock ─────────────────────────────┐
│ ☐ Back up                                  │
│    ☐ Allow selective backup                │
│ ☐ Synchronize                              │
└────────────────────────────────────────────┘
┌─Backups folder ───────────────────────────┐
│ [ Set... ]                                 │
│                                            │
│ HD400 :Newton Tools :Newton Connection Utilities :Backups │
└────────────────────────────────────────────┘
[ Set Password... ]    [ Cancel ]   (( OK ))
```
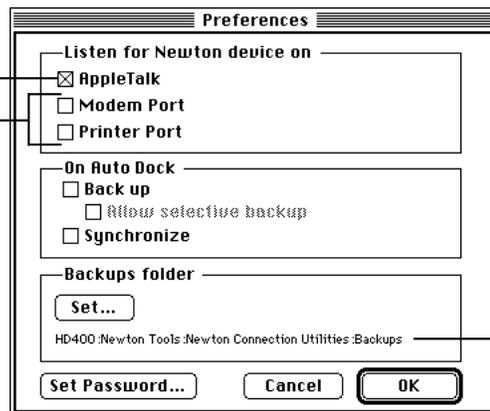
Shows the location of backup files created on your computer. By default, the Backups folder is in the Newton Connection Utilities folder.

3 **Click OK to save your choices and close the dialog box.**

The type of connection you select is saved and remains set until you change it.

Preparing your Newton device

Before you use the Newton Connection Utilities, you need to tell your Newton device how it is connected to the computer.

IMPORTANT Make sure you enter your name and other owner information on your Newton device. The computer uses this name when it creates a backup file. See your Newton user's manual to learn how to enter your name. Also, it's a good idea to name the storage cards you use with your Newton device.

Selecting the type of connection on your Newton device

1 **On your Newton screen, tap Dock.**

Note: On some Newton devices, Dock is called Connection. To open it, first open the Extras drawer 📦, tap the Extras folder tab, tap All Icons, then tap Connection (or Dock ↦📇). If you're using the eMate 300, you can customize the Dock key on the keyboard so that it opens Dock. See the documentation that came with your eMate for instructions.

A slip appears showing the type of connection currently set for your Newton device.

Tap to select another type of connection. ——— ◆ Connect via **Serial** ——— Shows the type of connection set for your Newton device

↦📇 **Dock**
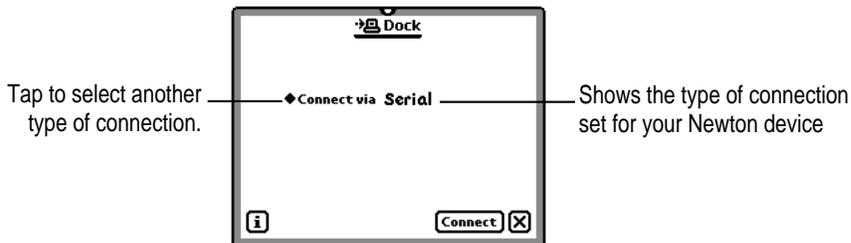
ℹ️ [Connect] ⊠

2 **If the type of connection that appears in the slip is not correct, tap "Connect via" to change the type of connection.**

A list of connection types appears.

If you choose Serial, your connection setup is complete. Skip to the next section, "Establishing a Connection." If you choose AppleTalk, continue with Step 3.

3   Tap "Connect to."
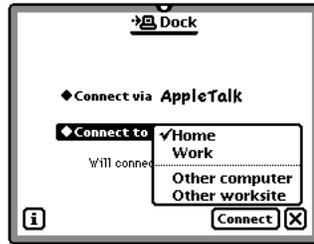
4   In the list that appears, tap the worksite or computer you want to connect to.

If you tap "Other computer," a slip appears. Tap the computer you want to connect to. Only computers that have the Newton Connection Utilities installed and running appear in the slip.

If you tap "Other worksite," a slip appears. Enter information about the worksite, then tap ☒ to close the slip.

The type of connection you select is saved and remains set until you change it.

Establishing a connection

After you select the type of connection, you need to establish a connection between your Newton device and your computer.

■ **Tap Connect.**

Connection slip for a
serial connection

Tap here to connect.
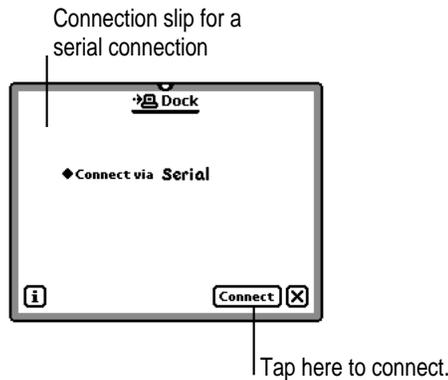
After a few moments, the connection is established and the buttons in the Newton Connection Utilities window are no longer dimmed.

Click to install a package on your Newton device.

Click to export information from your Newton device to your computer.

Click to update information on both your Newton device and your computer.

Click to use your computer's keyboard to enter information on your Newton device.

Click to back up Newton information and save it on your computer.

Click to export information from a Newton Works document on your Newton device to your computer.

Click to restore information you've backed up.

Click to import information from your computer into a Newton Works document on your Newton device.

Click to import information from your computer to your Newton device.

In addition, Newton Connection Utilities buttons appear on your Newton screen.
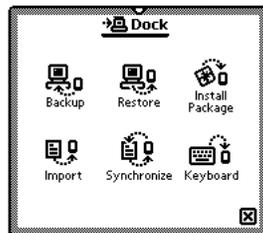
As with the Newton Connection Utilities buttons on your computer, you can use these buttons to select a utility (except Newton Works import and export, and exporting from Newton to your computer).

Note: For simplicity, the instructions in this book describe using the Newton Connection Utilities from your computer, but you can also start the utilities from your Newton device. See Chapter 11, "Using the Utilities From Your Newton Device," for more information.

Creating your first backup

After you establish a connection, you can make a backup of information and packages on your Newton device and store it on your computer.

Backing up your Newton device provides a safe way to store information in case it gets lost or deleted by mistake. Also, it's a good idea to back up your Newton device before you import, export, or synchronize information.

To create your first backup, follow these steps:

1   Click the Backup button in the Newton Connection Utilities window.
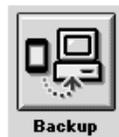
Because this is your first backup, the Newton Connection Utilities create a full backup of all your Newton information and packages. If you have a storage card inserted in your Newton device, information on the storage card is also backed up.

During the backup, a status window appears on your computer screen to show what information is being backed up.

After a few minutes, the window disappears and the backup is complete.

2   Check the Backups folder on your computer.

When you back up your Newton device, a backup file is created and placed in a folder named Backups in the Newton Connection Utilities folder.

For more information about backup files and folders, including how to change the location of the Backups folder, see Chapter 2, "Backing Up and Restoring Information."

Setting a connection password

If you like, you can set a connection password for the Newton Connection Utilities. This password prevents others from using the Newton Connection Utilities without your permission.

The password you set works for serial or AppleTalk connections.

To set a connection password, follow these steps:

1 Open the Newton Connection Utilities and choose Preferences from the Edit menu.

```
═══════════ Preferences ═══════════
┌─Listen for Newton device on ─────────┐
│ ⊠ AppleTalk                          │
│ ☐ Modem Port                         │
│ ☐ Printer Port                       │
└──────────────────────────────────────┘
┌─On Auto Dock ────────────────────────┐
│ ☐ Back up                            │
│   ☐ Allow selective backup           │
│ ☐ Synchronize                        │
└──────────────────────────────────────┘
┌─Backups folder ──────────────────────┐
│ [ Set... ]                           │
│                                       │
│ HD400:Newton Tools:Newton Connection Utilities:Backups │
└──────────────────────────────────────┘
[ Set Password... ]    [ Cancel ]    [ OK ]
```
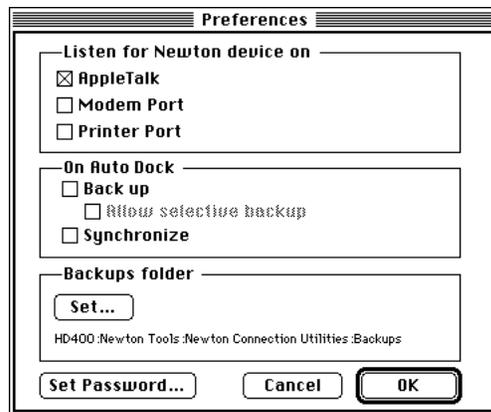
2 Click Set Password in the Preferences dialog box.

A dialog box appears.

```
┌──────────────────────────────────────┐
│                                       │
│   New Password:    [              ]   │
│   Verify Password: [              ]   │
│                      [ Cancel ]  [ OK ] │
│                                       │
└──────────────────────────────────────┘
```
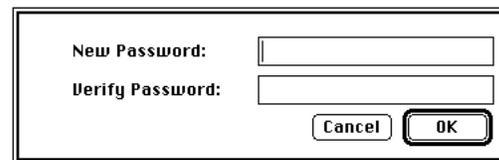
3 Type the new password. Then retype the password to verify what you've entered.

4 Click OK.

The next time you establish a connection between your Newton device and your computer, a prompt appears on your Newton device asking you to enter your desktop connection password. The password helps prevent unauthorized users from accessing your computer or Newton device, either directly or via an AppleTalk network.

If you forget your password, you can enter a new one by clicking Set Password in the Preferences dialog box.

Note: The password you enter for the Newton Connections Utilities is not the same as the Personal Identification Number (PIN) you enter on your Newton device.

Setting up for Auto Dock

If you're using the Newton 2.1 operating system, you can set up the Newton Connection Utilities to automatically back up or synchronize your Newton device when you tap the Auto Dock button. (Your Newton device must be connected to your computer.)

Note: The automatic backup and synchronize feature (Auto Dock) works only on Newton devices using the Newton 2.1 operating system.

To set up Auto Dock, you need to

■ Prepare your computer for Auto Docking.

■ Set up your Newton device for Auto Docking.

To prepare your computer for Auto Docking, follow these steps:

1 **Open the Newton Connection Utilities and choose Preferences from the Edit menu.**

```
═══════════════ Preferences ═══════════════
┌─ Listen for Newton device on ──────────┐
│  ⊠ AppleTalk                            │
│  ☐ Modem Port                           │
│  ☐ Printer Port                         │
└─────────────────────────────────────────┘
┌─ On Auto Dock ─────────────────────────┐
│  ☐ Back up                              │
│       ☐ Allow selective backup          │
│  ☐ Synchronize                          │
└─────────────────────────────────────────┘
┌─ Backups folder ───────────────────────┐
│  [ Set... ]                             │
│                                         │
│  HD400 :Newton Tools :Newton Connection Utilities :Backups │
└─────────────────────────────────────────┘
[ Set Password... ]   [ Cancel ]   [[ OK ]]
```
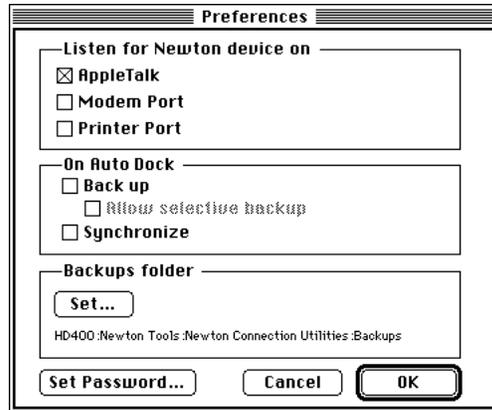
2 **Choose the options you want.**

■ Select "Back up" if you want to back up all information during an Auto Dock session.

■ Select "Allow selective backup" if you want to be prompted to choose the information to back up during an Auto Dock session.

■ Select Synchronize to have the Newton Connection Utilities perform a synchronization during an Auto Dock session.

3 **Click OK.**

You must also set up your Newton device for Auto Docking by following these steps:

1 **Open the Extras drawer ✆, tap the folder tab at the top of the Extras drawer, tap All Icons, then tap Prefs ⬀.**

2 **Tap Auto Dock in the Preferences slip.**

3 **Tap to add a checkmark to Enable Auto Docking.**

4 **Tap all ⊠ icons to close the slips.**

The remaining steps set up the Dock application for Auto Docking.

5 **On your Newton device, tap Dock, tap the information ⓘ button, and in the list that appears, tap Prefs.**

The Dock Preferences slip appears.

```
                    ▽
            Dock Preferences
    ☐ Save password
    ☐ Remove exact duplicates when importing
    ☐ Stop connection if no activity
    ☐ Always backup all information
    ☐ Auto Dock
                                    ⊠
```
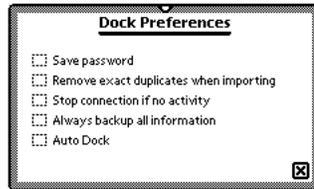
6 **Tap to add a checkmark to Auto Dock.**

When you select Auto Dock, the slip expands, allowing you to select the type of connection for your Newton device.

You can also tap to add a checkmark to "Always backup all information" to have all your information backed up during an Auto Dock session. If this option isn't checked, a slip appears during Auto Docking that allows you to back up selected applications.

7 **Tap all ⊠ icons to close the slips.**

To perform an Auto Dock procedure (which works on devices using the Newton 2.1 operating system), connect the cable to your Newton device and computer.

Note: If you're using an eMate 300, you must connect the cable to the Newton InterConnect port (not the serial port) to use Auto Dock.

After your Newton and computer are connected, start up the Newton Connection Utilities on your computer. A slip appears for initiating the Auto Dock procedure. If you choose to perform an Auto Dock, the Newton Connection Utilities back up or synchronize according to your selected preferences.

Quitting the Newton Connection Utilities

To end a connection and quit the Newton Connection Utilities:

■ Choose Quit from the File menu on your computer screen.

The connection is ended and the Newton Connection Utilities window disappears.

You can also end a connection from your Newton device by tapping the ⊠ next to the Newton Connection Utilities buttons.

2 Backing Up and Restoring Information

The previous chapter described how to use the Newton Connection Utilities to create your first backup. This chapter describes how to do additional backups and how to restore information you've backed up.

About backup files

It's important to back up your Newton information. Backup files provide a safe way to store information in case it gets lost or deleted by mistake.

With the Newton Connection Utilities you can back up all information on your Newton device or just selected information.

The first time you create a backup, the Newton Connection Utilities back up all information on your Newton device (including any storage cards you've inserted) and store the information in a folder named *Backups*.

Inside the Backups folder is a file with a name derived from the owner's name you entered on your Newton device. This file contains the latest backup information. If you haven't entered an owner's name on your Newton device, the file is called "Newton Device."
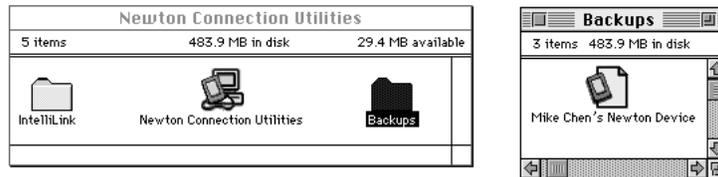
By default, the Backups folder is located in the Newton Connection Utilities folder. You can change the location of this folder. See "Changing the Location of the Backups Folder" later in this chapter.

Backing up cards

When you back up a storage card, a separate backup file is created with the name of the card. If you haven't entered a name for your card, the file is called *Card.* If you back up more than one unnamed card, the backup files are named *Card, Card 2, Card 3,* and so on.
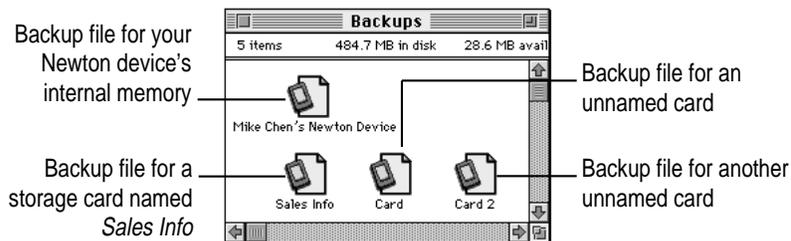
Note: To avoid confusion and possible loss of information when doing backups, it's best to name all your storage cards. For more information on naming storage cards, see the user's manual that came with your Newton device.

Previous backups

Every time you back up, the Newton Connection Utilities make a copy of the previous backup file and store it in a folder called *Previous Backups*. This folder is located in your Backups folder.

For example, if the owner's name for your Newton device is Mike Chen, the Newton Connection Utilities create a file named *Mike Chen's Newton Device* the first time you back up. The next time you back up, the Newton Connection Utilities copy the original file and place it in a Previous Backups folder.

Most recent backup of your Newton

Most recent backup of a storage card

Previous backup of a storage card

Previous backup of your Newton
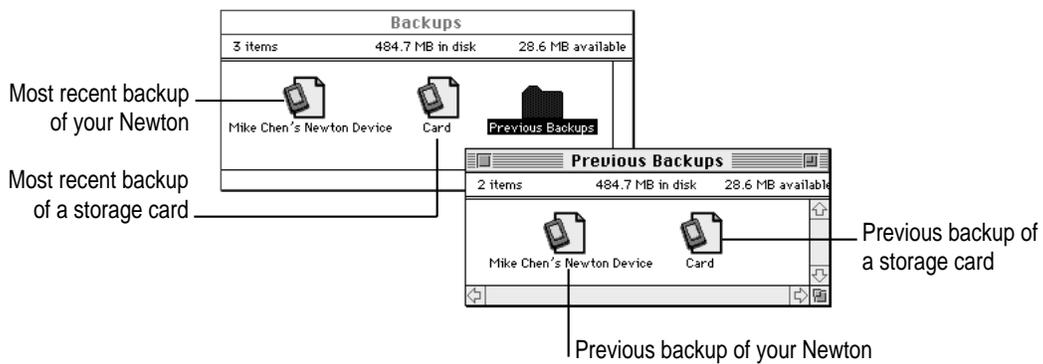
The Newton Connection Utilities maintain a current and previous backup file for all information in your Newton device's internal memory and a current and previous backup file for each storage card you back up.

Creating backup files

You can back up all information and packages on your Newton device or you can just back up selected information and packages. The following section describes how to back up all information. To back up selected information and packages, see "Backing Up Selected Information and Packages" later in this chapter.

Backing up all information and packages

Before you begin, make sure your Newton device is connected to your computer. For instructions, see Chapter 1, "Getting Started."

To back up all information on your Newton device, follow these steps:

1   On your computer, open the Newton Connection Utilities.

To open the Newton Connection Utilities, double-click the Newton Connection Utilities icon.

2   Establish a connection from your Newton device.

See Chapter 1, "Getting Started," for instructions.

3   On your computer, click the Backup button.

A dialog box appears with a list of items to back up. To select an item, click the box next to it to add an X.

Select to include all packages (including packages from other software publishers) in the backup. This box only appears if you have packages installed on your Newton device.

Backup

Information to backup
- ☒ Card backup
- ☒ Dates
- ☒ InOut Box
- ☒ Names
- ☒ Newton Works

[Unselect All]

☒ Include all packages

From
- ☒ Internal
- ☒ Card

[Unselect All]

[Cancel] [Backup]

List of information on your Newton device. To see more items on the list, use the scroll bar.

Note: When you back up your Newton device for the first time (no backup file exists), this dialog box doesn't appear. Instead, a full backup of the Newton device begins as soon as you click Backup.

4 **Click Select All.**

If you see an Unselect All button instead of Select All, all information is already selected.

5 **Make sure "Include all packages" is selected so that your packages are also backed up.**

This choice appears if packages are stored on your Newton device.

6 **Click Backup.**

A status window appears indicating a backup is in progress. Messages in the window show what information is being backed up.

The window disappears and the backup is complete.

Backing up selected information and packages

In general, it's a good idea to back up all information on your Newton device. However, if you've only added information to one or two applications, you can specify which applications and information to back up. For example, you can choose to back up just the information in your Newton Dates application.

Typically, selective backup is faster than backing up all information and packages. When you selectively back up information, the new information is added to your most recent backup file.

WARNING If you back up selectively, be careful when you restore information. You may remove information that has not been backed up. Apple recommends you restore information only from a backup that includes all information and packages. See "Restoring Information and Packages" later in this chapter.

To back up selected information on your Newton device, follow these steps:

1 **Open the Newton Connection Utilities and establish a connection.**

See Chapter 1, "Getting Started," for instructions.

2 **On your computer, click the Backup button.**

A dialog box appears with a list of information to back up.

Select to include all packages (including packages from other software publishers) in the backup.

Select the information you want to back up.
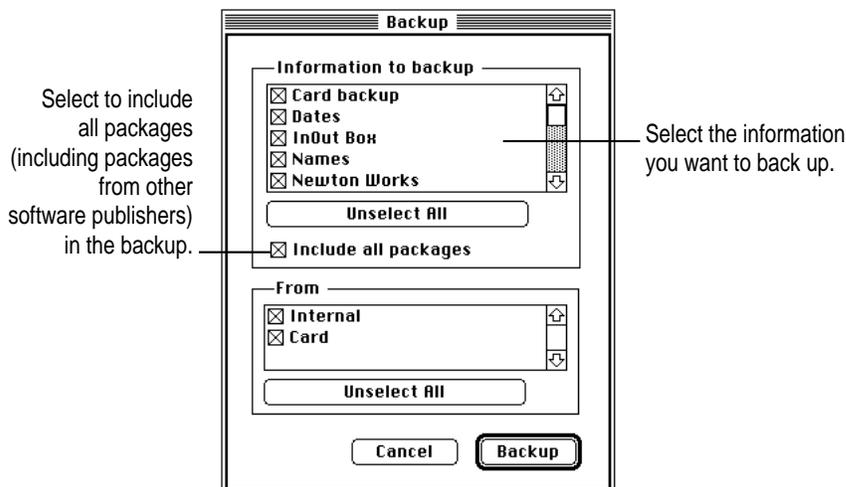
3   Select the information to back up.

To select an item to back up, click the box next to it to add an X. Only items marked with an X will be backed up.

4   Click Backup.

A status window appears indicating a backup is in progress. Messages in the window show what information is being backed up.

When the window disappears, the information you selected has been added to the latest backup file.

Backing up a storage card

You can use the Newton Connection Utilities to back up the contents of a storage card.

To back up a storage card, follow these steps:

1   Insert the storage card.

2   Open the Newton Connection Utilities and establish a connection.

3   Click Backup.

The Backup dialog box appears. It includes a list of cards currently inserted in your Newton device. To select an item to back up, click to place an X in the box next to it.

```
╒══════════════ Backup ══════════════╕
│  ┌─ Information to backup ──────┐   │
│  │ ⊠ Card backup          ⬆ │   │
│  │ ⊠ Dates                  │   │          Select the information
│  │ ⊠ InOut Box            ▓ │   │          you want to back up.
│  │ ⊠ Names                  │   │
│  │ ⊠ Newton Works        ⬇ │   │
│  │ ┌───── Unselect All ─────┐ │   │
│  │ ⊠ Include all packages     │   │
│  ┌─ From ───────────────────┐   │
│  │ ⊠ Internal             ⬆ │   │
│  │ ⊠ Card                ⬇ │   │
│  │ ┌───── Unselect All ─────┐ │   │
│                                  │
│      ( Cancel )  ( Backup )      │
╘══════════════════════════════════╛
```

Select to back up a card.
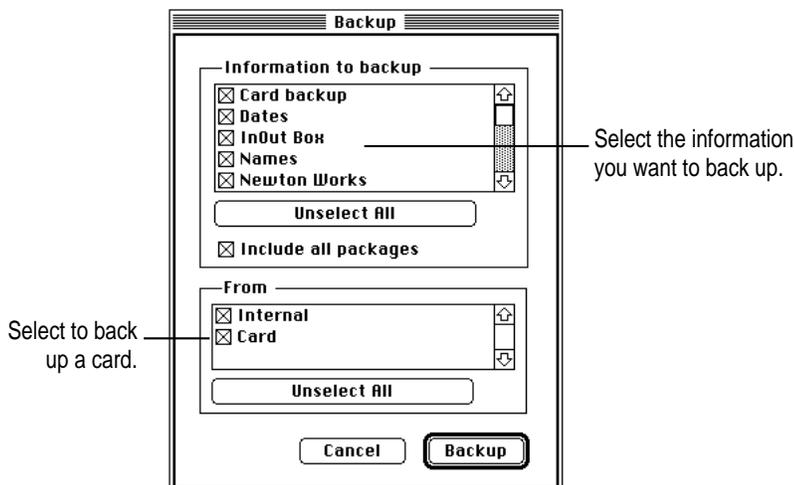
4 **Make sure the card you want to back up is selected.**

5 **Click Backup.**

The card is backed up and a backup file with the name of the card appears in your Backups folder.

Changing the location of the Backups folder

By default, the Backups folder is automatically stored in the Newton Connection Utilities folder on your computer.

To change the location of the Backups folder, follow these steps:

1 **Open the Newton Connection Utilities.**

2 **Choose Preferences from the Edit menu.**

A dialog box appears.

Click to change the location of the Backups folder.

Shows the current location of the Backups folder
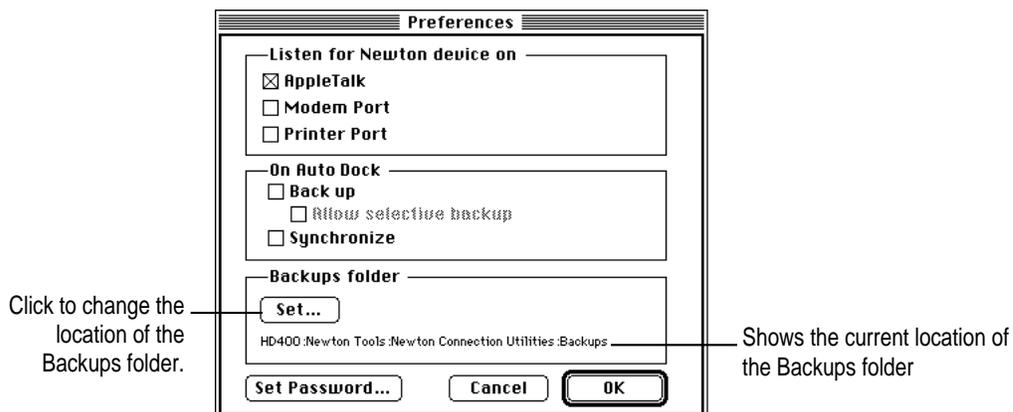
3 **Click Set in the Backups folder box.**

A dialog box appears.

4 **Select a new location for your Backups folder.**

Click to display a pop-up menu of disks and folders on your computer. ———

Select folder for backups:

📁 Major Accounts ▼

📁 **Project Backups**
📁 **Schedules**
📁 **Status Reports**

▭ **Hard Disk**

Eject

Desktop

Cancel

Open

Click to select a folder. ———

Select "Project Backups"
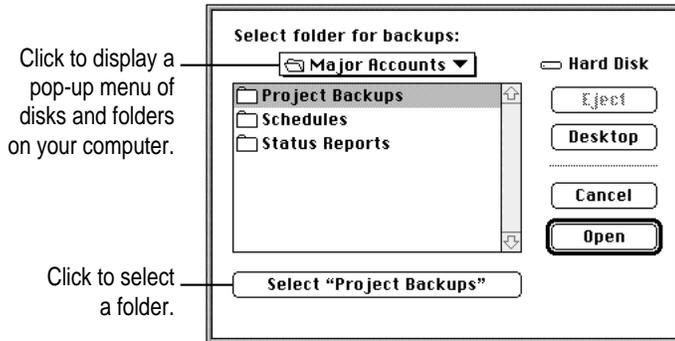
5 **Click Select.**

The new location you specified is saved.

6 **Establish a connection from your Newton device.**

7 **Click the Backup button and back up all information and packages on your Newton device.**

For more information, see "Backing Up All Information and Packages" earlier in this chapter.

A new Backups folder with backup files appears in the location you specified.

Note: To avoid confusion with previous backups, you may want to remove or rename backup files stored in other locations.

Restoring information and packages

If something goes wrong and you lose information on your Newton device, you can restore information from the latest backup file on your computer.

You can restore all information in a backup file or select which information you want to restore. You can also restore the information from storage cards you've backed up.

WARNING Restoring replaces information on your Newton device with information from a backup file on your computer. Make sure you select the correct information to restore.

Before you begin, make sure your Newton device is connected to your computer. For instructions, see Chapter 1, "Getting Started."

To restore information, follow these steps:

1   **Open the Newton Connection Utilities and establish a connection.**

2   **Click the Restore button.**

3   **In the dialog box that appears, choose the file that contains the information you want
to restore.**

Select the latest backup file
for your Newton device.

Select a file to restore:

⊟ Backups ▼   ⊟ **Hard Disk**

To restore storage
card information,
select the latest
backup file
for the card.

🗐 Mike Chen's Newton Device

🗐 MyCard

🗀 Previous Backups

Eject

Desktop

Cancel

Open
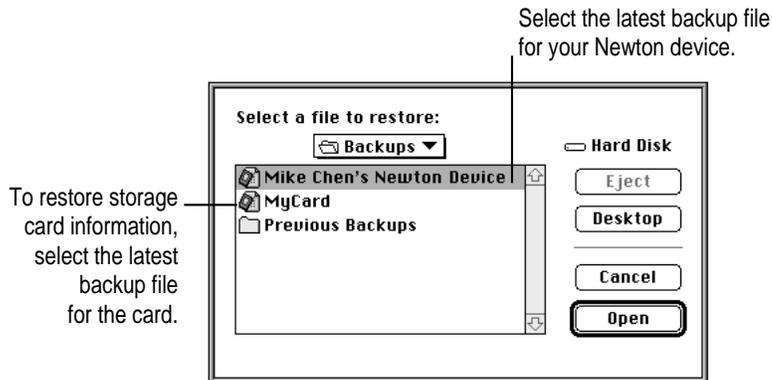
Note: With the Newton Connection Utilities, you can restore information
from a card backup file to a card. You cannot restore information from a card
backup file to your Newton's internal memory.

WARNING If you back up selectively, be careful when you restore
information. You may remove information that has not been backed up.
Apple recommends you restore information only from a backup that
includes all information and packages.

4 **Click Open.**

You see a list of information and packages that can be restored. You can choose items to restore or restore all the items. To select an item, click the box next to it to add an X.

Select the information you want to restore.

Select the packages you want to restore.

List of information to restore. To see more items on the list, use the scroll bar.

List of packages to restore

Click to deselect all packages in the backup file. You can then select specific information to restore.

Restore

Information to restore

⊠ Dates
⊠ InOut Box
⊠ Names
⊠ Newton Works
⊠ Notes

Unselect All

Packages to restore

⊠ Toolkit

Unselect All

Restore To: Card 1 ▼

Cancel   Restore

5 **Select the items you want to restore.**

6 **Click Restore.**

A message appears asking you to confirm that you want to restore information from your computer onto your Newton device.

7 **Click OK.**

Information you selected is restored to your Newton device. A status window on your computer keeps you informed of the progress.

When you restore, only information and packages on your Newton device that correspond to information and packages in the backup file are replaced. For example, if your backup file contains Names and Dates and your Newton device contains Names, Dates, and Notes, the Names and Dates information on your Newton device are replaced by Names and Dates from the backup file, but the Notes information on your Newton device remains intact.

When the restoration is complete, a message appears on your Newton screen asking you to restart.

8   **Tap Restart.**

Your Newton device restarts.

Note: If you have a personal identification number (PIN) assigned to your Newton device, the number is not restored. You'll need to reassign a PIN. For more information on assigning a PIN, see the handbook that came with your Newton device.

Tips on managing backups

The following tips can help you back up and restore files on your Newton device.

- If you're using more than one computer, you can set up a central location for backup files. That way, you'll always know where the latest backup files are located. See "Changing the Location of the Backups Folder" earlier in this chapter.

- You can copy backup files and rename them (or store them in a separate directory) to prevent them from being replaced by another backup. This is useful for managing or storing different sets of information.

3 Installing Packages

This chapter describes how to use the Newton Connection Utilities to install packages. You can install packages on your Newton device or on a storage card.

Installing a package on your Newton device

A package is a special file that adds features to your Newton device. Examples of packages include applications, electronic books, and system updates.

Before you begin, make sure your Newton device is connected to your computer. For instructions, see Chapter 1, "Getting Started."

IMPORTANT The package you install is added to the information already on your Newton device. Nothing is erased.

To install a package, follow these steps:

1 **Insert the floppy disk containing the package into your computer.**

If the package is on your computer's hard disk, skip this step.

2 **On your computer, double-click the Newton Connection Utilities icon.**

The Newton Connection Utilities window appears on your computer.

3 **On your Newton device, establish a connection.**

See Chapter 1, "Getting Started," for instructions.

4   **Click the Install Package button.**

Install Package

5   **In the dialog box that appears, select the package you want to install and click Open.**
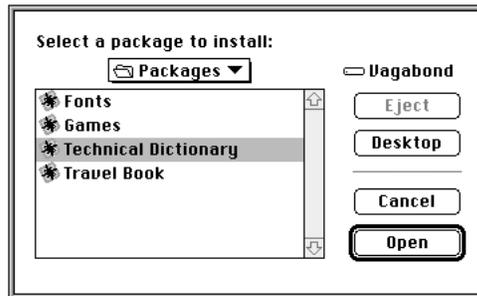
The package is installed on your Newton device. A status window on your computer keeps you informed of the progress.

Note: If you stop a package installation, the connection between your Newton device and your computer is ended. You'll need to re-establish the connection from your Newton device.

Installing packages by dragging

You can also install packages by dragging package icons to the Newton Connection Utilities application icon on your computer or into the Newton Connection Utilities window.

To install a package by dragging, follow these steps:

1   **Open the Newton Connection Utilities and establish a connection.**

2   **Locate a package icon on your floppy disk or your computer's hard disk.**

3 **Select one or more package icons.**
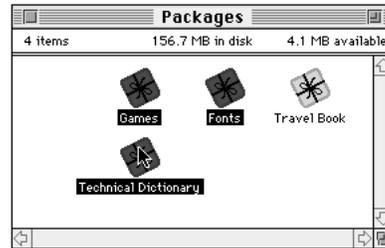
4 **Drag the icons to the Newton Connection Utilities icon, or into your Newton Connection Utilities window.**

Newton Connection Utilities

The packages are installed.

Installing a package on a storage card

You can install packages on a storage card rather than in your Newton device's internal memory.

To install a package on a storage card, follow these steps:

1 **Insert the card in your Newton device.**

2 **In the slip that appears, select "Save new info and packages on this card."**

3 **Follow the steps described in "Installing a Package on Your Newton Device," earlier.**

With "Save new info and packages on this card" turned on, the Newton Connection Utilities automatically install packages on the storage card.

4 Using Your Computer's Keyboard

This chapter describes how to use your computer's keyboard to enter information on your Newton device.

About keyboard entry

With the Newton Connection Utilities, text you type on your computer's keyboard can appear on your Newton device. For example, you can open a new Name slip on your Newton device and use your computer's keyboard to fill in the information.

Your computer's keyboard is useful when you need to enter long notes or a large number of names and addresses on a Newton device that doesn't have a built-in keyboard.

In addition to typing, you can use the keyboard to copy information from your computer's Clipboard to your Newton device.

Starting a keyboard session

To start a keyboard session, follow these steps:

1 **Open the Newton Connection Utilities and establish a connection from your Newton device.**

For instructions, see Chapter 1, "Getting Started."

2 **Click the Use Keyboard button in the Newton Connection Utilities window.**

A status window appears and your Newton device is ready to accept information from your computer's keyboard.
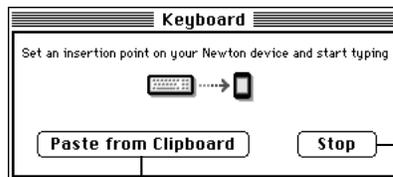
Click to end a keyboard session.

Click to copy text from your computer's Clipboard to your Newton device.

3 **On your Newton device, open the stationery or slip you want to add information to.**

You can navigate as usual on your Newton device, using the pen to open drawers, set insertion points, and so on.

4 **Begin typing on your computer's keyboard.**

The text you type appears at the insertion point on your Newton device.

Characters you type on your computer's keyboard appear at the insertion point.

Press the Tab or Return key to move to a new text entry area.
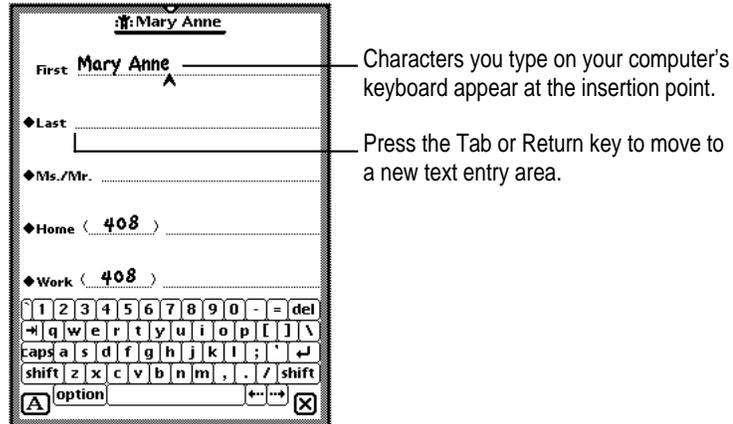
You can use all standard alphabetic and numeric keys on your keyboard to enter information on your Newton device. You can also use the Tab and Return keys to move between text entry areas. Special keys, such as F1, are not supported.

During a keyboard session, characters appear on your Newton device only when the Newton Connection Utilities window is active on your computer. If another window is active, characters you type appear on your computer and not on your Newton device.

Ending a keyboard session

When you've finished entering information from the keyboard, you can end a keyboard session by any of the following methods:

■ On your computer, click the Stop button in the Keyboard status window.

■ On your Newton device, tap the Dock button. When a message appears asking whether you want to end your keyboard session, tap Yes.

■ Tap the star (☆) at the top of your Newton screen and tap Dock. When a message appears asking whether you want to end your keyboard session, tap Yes.

Copying text from the Clipboard

During a keyboard session, you can copy text from your computer's Clipboard to your Newton device.

To copy text from the Clipboard, follow these steps:

1   Open the Newton Connection Utilities and start a keyboard session.

For instructions, see "Starting a Keyboard Session" earlier in this chapter.

2   On your computer, copy text to the Clipboard.

3   Set the insertion point on your Newton device.

4   Click the "Paste from Clipboard" button in the Keyboard status window.

Text from the Clipboard appears on your Newton device.

Note: You can also paste text by typing ⌘-V on your computer's keyboard.

When you copy text to your Newton device:

■ Graphics are not copied.

■ The "Paste from Clipboard" button is dimmed if the Clipboard contains no text.

■ It may take a few seconds for large amounts of text to appear on your Newton device.

5 Importing Information to Your Newton Device

This chapter describes how to import information from a file on your computer to an application on your Newton device. To learn about importing information into your Newton Works application, see Chapter 8, "Importing Into Newton Works."

About importing

You can import information from your computer to your Newton device in the following ways:

- *Direct import:* The Newton Connection Utilities come with translators that convert files created by popular PIM (personal information manager) applications into information on your Newton device.

  For a list of translators included with the Newton Connection Utilities, see the Read Me file that comes with the utilities.

- *Text files:* Many applications can create plain or delimited text files. You can import from a text file when no translator exists for the application you want to use.

IMPORTANT It's a good idea to make a backup of information on your Newton device before you import. For more information on backing up your Newton device, see Chapter 2, "Backing Up and Restoring Information."

Choosing when to import

Typically, you import when you want to transfer a large amount of information from your computer and maintain the information on your Newton device. For example, you might have a list of customer names you want to add to your Newton Names application.

However, if you have information you want to keep current on both your Newton device and your computer (for example, your appointment calendar), you may prefer to synchronize instead of import. For more information, see Chapter 7, "Synchronizing Information."

An overview of importing

The following illustration shows the steps you take to import information. This chapter describes how to import without setting advanced options. Chapter 10, "Setting Advanced Options," describes how to set advanced options when you import.

1. Start importing.
Select a file on your computer to import.
Select a Newton application to import to.

Import
Advanced Options

2. If desired, use Advanced Options to set
- Date range
- Conflict resolution
- Field mapping
- Miscellaneous options
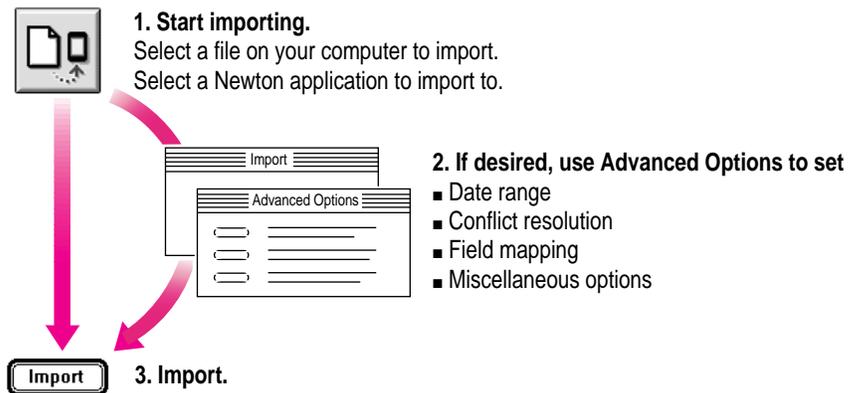
Import   **3. Import.**

Importing

Importing a file

When you import information, the Newton Connection Utilities look at the file you're importing to determine which translator to use to convert the file.

This section describes what happens when the Newton Connection Utilities automatically recognize which translator to use and which Newton application should receive the information.

The next section, "Importing an Unrecognized File," describes what happens if more than one translator can be used to convert the file or if more than one Newton application can receive the information you're importing.

Note: Before you import, make sure the file you're importing is in a format supported by the Newton Connection Utilities. See the Read Me file for a list of file formats (translators) supported by the Newton Connection Utilities.

To import a file, follow these steps:

1 **Open the Newton Connection Utilities and establish a connection from your Newton device.**

For instructions, see Chapter 1, "Getting Started."

2 **Click the Import button in the Newton Connection Utilities window.**

A dialog box appears with a list of files to import.

Select a file to import:

🗁 NCU ▼	⊂⊃ **Macintosh HD**
📄 NCU.txt	(Eject)
📄 Transfer.txt	(**Desktop**)
	(**Cancel**)
	(Select)

File Type: [**All Types** ▼]
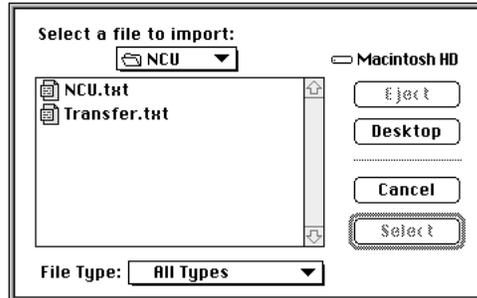
3 **Select a file to import and click Select.**

If the Newton Connection Utilities recognize the file you're importing, a dialog box similar to the following appears.

≡≡≡≡≡≡≡≡ Import ≡≡≡≡≡≡≡≡

From: "NCU.txt"
        Delimited Text
To: **Newton Notepad (text only)**

(Advanced Options...)   (Cancel) (**Import**)
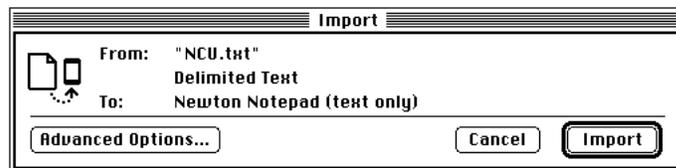
Note: The contents of this dialog box depend on the type of file you're importing and the application you're importing to. See Chapter 10, "Setting Advanced Options," for more information about advanced options.

If the file is not recognized by the Newton Connection Utilities, a dialog box appears asking you to select the type of file you're importing. For more information, see "Importing an Unrecognized File," next.

4 **Click Import.**

The information is imported to your Newton application.

Importing an unrecognized file

This section describes what happens if more than one translator can be used to convert the file you're importing and if more than one Newton application can receive the information you're importing.

To import a file, follow these steps:

1 **Open the Newton Connection Utilities and establish a connection from your Newton device.**

For instructions, see Chapter 1, "Getting Started."

2 **Click the Import button in the Newton Connection Utilities window.**

A dialog box appears with a list of files to import.
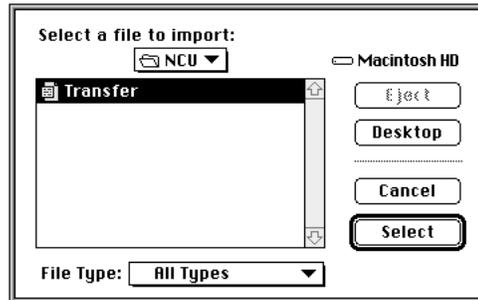
3 **Select a file to import and click Select.**

A dialog box appears listing the translators available to convert the file you're importing. (You may see a different list of translators, depending on the type of file you're importing.)

```
═══ Choose Translator ═══

Select the type of file you're importing

┌─────────────────────────────┐
│ Delimited Text              │
│ Claris Organizer 2.0        │
│ Now Up-to-Date 3.5          │
│ Now Contact 3.5             │
│                             │
│                             │
│                             │
└─────────────────────────────┘

          [ Cancel ]  [[ OK ]]
```
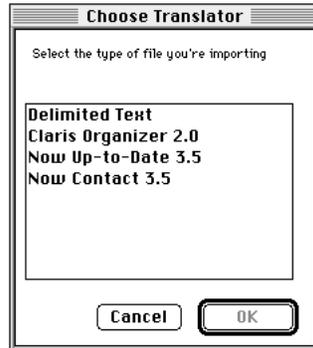
4 **Select the type of file you're importing and click OK.**

A dialog box appears with a list of Newton applications that can receive the information.

```
═══ Choose Newton Application ═══

Select the Newton application to receive
the imported information :

┌─────────────────────────────┐
│ Dates                       │
│ Names                       │
│ Notepad (text only)         │
│ To Do                       │
│                             │
│                             │
│                             │
└─────────────────────────────┘

          [ Cancel ]  [[ OK ]]
```
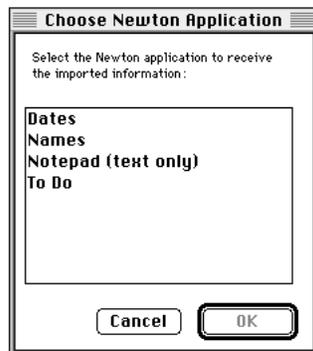
Note: This dialog box appears only if the information you're importing can be transferred to more than one Newton application. Otherwise, the appropriate Newton application is selected automatically.

5 **Select the Newton application you want to import to.**

6 **Click OK.**

The Import dialog box appears.

```
≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡ Import ≡≡≡≡≡≡≡≡≡≡≡≡≡≡≡
┌─┐ ┌┐  From:   "Transfer"
│ └┐└┘         Delimited Text
└┄┄┘ ↗  To:     Newton Notepad (text only)
( Advanced Options... )              ( Cancel )  ( Import )
```
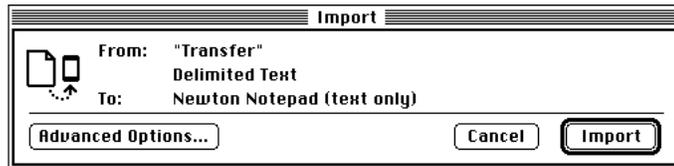
7 **Click Import.**

The information is imported to your Newton application.

Importing a text file

You can import two types of text file: delimited text and plain text.

Applications, such as database managers, which store information organized in records and fields, can often save information as a delimited text file. Within the delimited file, individual items or fields of information are separated by special characters such as commas or tab characters. Entire entries within the text file are separated by return characters. The special characters in a delimited text file maintain the organization of the records and fields. An application that can read delimited text files can then import the information into the fields and records of its own files.

A plain text file does not use such special characters to maintain the organization of fields and records. For example, word-processing applications can often save documents as plain text files, but they don't use extra commas or tab characters to organize the file. The information is saved as a long sequence of text (including carriage returns that separate paragraphs). You can import a plain text file into the Newton Notepad application, but not into an area such as Names.

When you import a delimited text file, you can specify what characters separate information in the file. For example, fields of information might be separated by commas (,) and entries (records) might be separated by return characters.

You can also specify whether the text file includes column headings (field names) at the top of the file.

By default, the Newton Connection Utilities import delimited text files with the following format. You can change these settings. See "Setting Miscellaneous Options" in Chapter 10, "Setting Advanced Options," for more information.

Column headings
show the
field names.

"First","Last","Street","City","State","Zip","Phone"
"Michael","Jen","333 West Point","San Juan","CA","94000","(415)555-1234"
"Sheila","Black","222 West Market","New York","NY","10000","(212)555-4321"
"Sanjay","Manni","","Dallas","TX","75111",("214)555-4444"
"Ian","Smit","555 Minny Dr","Atlanta","GA","50000",""

Blank fields are marked
by quotation marks ("").

Fields of information are
separated by commas.

The following is an example of a delimited text file that uses tabs to separate fields:

Column headings

Fields of information
are separated by tab
characters.

"First"	"Last"	"Street"	"City"	"State"	"Zip"	"Phone"
"Michael"	"Jen"	"333 West Point"	"San Juan"	"CA"	"94000"	"(415)555-1234"
"Sheila"	"Black"	"222 West Mark"	"New York"	"NY"	"10000"	"(212)555-4321"
"Sanjay"	"Manni"	""	"Dallas"	"TX"	"75111"	"(214)555-4444"
"Ian"	"Smit"	"555 Minny Dr"	"Atlanta"	"GA"	"50000"	""

Blank fields are marked
by quotation marks ("").

Changing how information is imported

When you import database information to your Newton device, the information is transferred using a *field map*, a template to determine how fields in your computer's application are mapped to fields in your Newton application.

In most cases, the default field map works fine for importing information, but you can change the field map to meet your specific needs—if, for example, you have custom fields in your computer's application.

In addition to changing the field map, you can choose a date range for calendar information, specify how conflicting information is handled, and set application-specific options. See Chapter 10, "Setting Advanced Options," for more information.

6 Exporting Information From Your Newton Device

This chapter describes how to transfer information from an application on your Newton device to a file on your computer. To learn about exporting Newton Works information to your computer, see Chapter 9, "Exporting From Newton Works."

About exporting

You can export information from your Newton device to your computer in the following ways:

■ *Direct export:* The Newton Connection Utilities come with translators that convert Newton information into commonly used file formats. For example, you can transfer information into formats used by popular PIM (personal information manager) applications.

For a list of translators included with the Newton Connection Utilities, see the Read Me file that comes with the utilities.

■ *Text files:* Many applications can read delimited text files. You can export to a delimited text file when no translator exists for the application you want to use.

You can export all the information in a Newton application or you can export selected information. See "Exporting All Information" and "Exporting Selected Information" later in this chapter.

Choosing when to export

Typically, you export when you want to transfer a large amount of information from your Newton device to your computer and maintain the information on your computer. For example, you might export information in your Notepad from your Newton to include in a report you're writing on your computer.

However, if you have information you want to keep current on both your Newton device and your computer (for example, your appointment calendar), you may prefer to synchronize instead of export. For more information, see Chapter 7, "Synchronizing Information."

An overview of exporting

The following illustration shows the steps you take to export information. This chapter describes how to export information without setting advanced options. Chapter 10, "Setting Advanced Options," describes how to set advanced options when you export.

1. Start exporting.
Select a Newton application to export.
Select a file to export to.

Export

Advanced Options

2. If desired, use Advanced Options to set:
■ Date range
■ Field mapping
■ Miscellaneous options

Export

Export Selected

3. If desired, select specific entries to export.
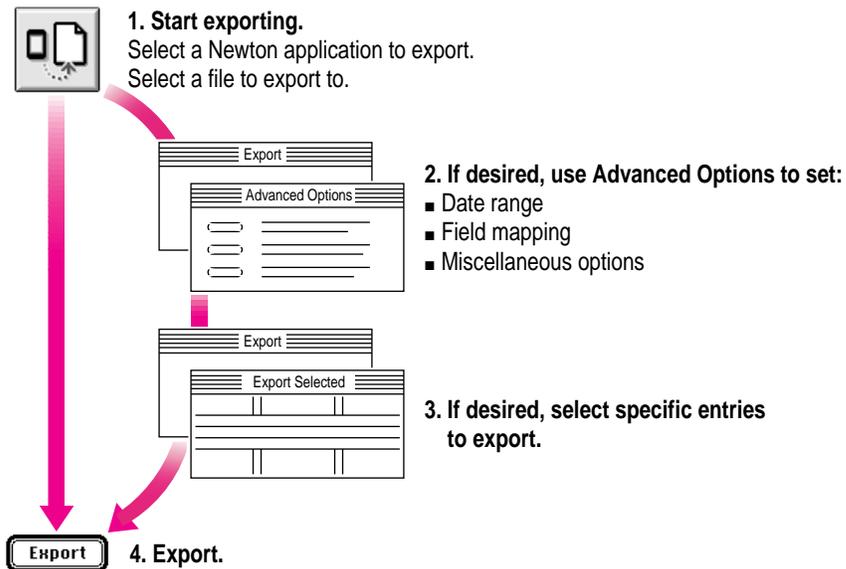
Export   **4. Export.**

Exporting all information

To export all information from a Newton application, follow these steps:

1   Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2   Click the Export button in the Newton Connection Utilities window.

A dialog box lists Newton applications you can export information from.
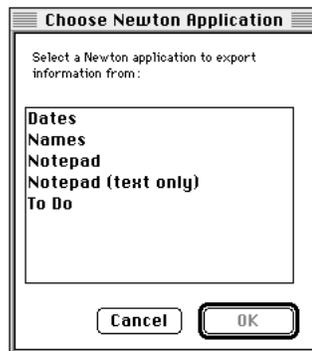
You can choose to export both text and graphics from your Notepad or only text. You would choose to export only text when the computer application receiving your information does not support graphics.

3   Select an application and click OK.

A Save dialog box appears.

```
            ┌─ NCU ▼ ─┐            ⊂⊃ Macintosh HD
   ┌──────────────────────────┐  ┌──────────────┐
   │ 🗀 Misc                 ⇧ │  │    Eject     │
   │                        ▓ │  └──────────────┘
   │                        ▓ │  ┌──────────────┐
   │                        ▓ │  │   Desktop    │
   │                        ▓ │  └──────────────┘
   │                        ⇩ │  ┌─ New 🗀 ─────┐
   └──────────────────────────┘  └──────────────┘
   Save the Exported data as:      ┌──────────────┐
   ┌──────────────────────────┐    │    Cancel    │
   │ Untitled                 │    └──────────────┘
   └──────────────────────────┘    ┌──────────────┐
   File Type: │ Delimited Text  ▼ │ │    Save      │
                                    └──────────────┘
```
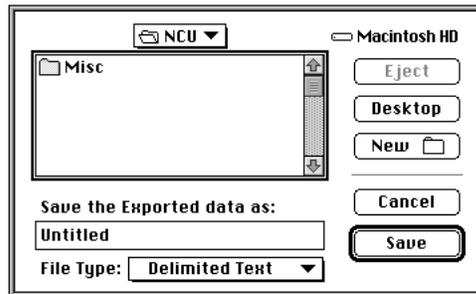
4   Type a name for the file that will contain the exported information.

5   Choose the type of file to create from the File Type pop-up menu.

The File Type menu lists file formats you can create when you export
Newton information. Items in the File Type menu vary depending on
which translators you have installed and which Newton application you are
exporting from. If a translator doesn't exist for the type of file you want to
export, you can export a text file or a delimited text file.

6   Click Save.

The Export dialog box appears.

```
 ═══════════════════════════ Export ═══════════════════════════
 ┌─────────────────────────────────────────────────────────────┐
 │  ┌┐┌┐  From:   Newton Dates                                  │
 │  □│� │  To:     "Test"                                        │
 │  └┘└┘           Delimited Text                               │
 │        For:    All dates (Tue, Jan 1, 1980 – Sun, Jan 1, 2040)│
 │ ─────────────────────────────────────────────────────────── │
 │ [ Advanced Options... ]      [ Cancel ] [ Select... ] [ Export All ]│
 └─────────────────────────────────────────────────────────────┘
```
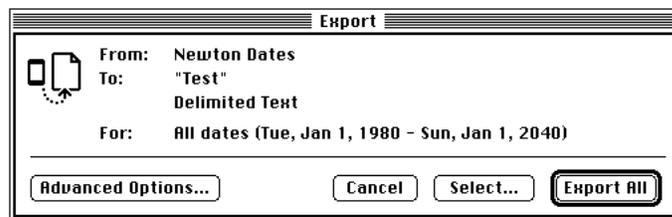
Note: The contents of this dialog box depend on the type of file you're
exporting and the application you're exporting from.

7 **Click Export All.**

All information is exported from your Newton application to a new file with the format you selected. If you changed settings in Advanced Options, the information is exported according to your new settings.

Exporting a text file

When you export to a delimited text file, fields of information are separated by commas (,) and entries (records) by returns. Column headings with the names of each field are included at the top of the file.

Column headings show the field names.

```
"First","Last","Street","City","State","Zip","Phone"
"Michael","Jen","333 West Point","San Juan","CA","94000","(415)555-1234"
"Sheila","Black","222 West Market","New York","NY","10000","(212)555-4321"
"Sanjay","Manni","","Dallas","TX","75111",("214)555-4444"
"Ian","Smit","555 Minny Dr","Atlanta","GA","50000",""
```

Blank fields are marked by quotation marks ("").

Fields of information are separated by commas.

You can change the characters used to separate fields and entries in the text file, and you can add or remove column headings. See "Setting Miscellaneous Options" in Chapter 10, "Setting Advanced Options," for more information.

The following is another example of a delimited text file.

Column headings

Fields of information are separated by tab characters.

"First"	"Last"	"Street"	"City"	"State"	"Zip"	"Phone"
"Michael"	"Jen"	"333 West Point"	"San Juan"	"CA"	"94000"	"(415)555-1234"
"Sheila"	"Black"	"222 West Mark"	"New York"	"NY"	"10000"	"(212)555-4321"
"Sanjay"	"Manni"	""	"Dallas"	"TX"	"75111"	"(214)555-4444"
"Ian"	"Smit"	"555 Minny Dr"	"Atlanta"	"GA"	"50000"	""

Blank fields are marked by quotation marks ("").

Exporting selected information

You can export only selected information in a Newton application. For example, if you're exporting information from your Newton Names application, you can choose to export only the names stored in a particular folder.

To export selected information, follow these steps:

1   Follow steps 1 to 6 in the previous section, "Exporting All Information."

2   When the Export dialog box appears, click Select.
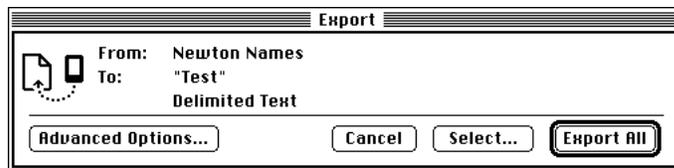
A window appears with a list of information to export.

3   Select the entries you want to export.
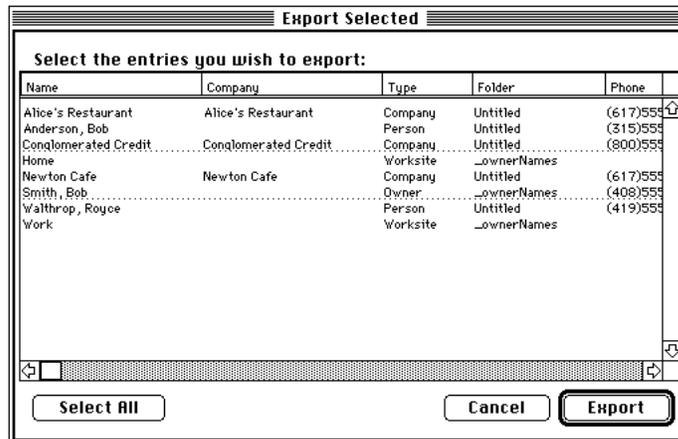
Click an entry to select it for export. You can select groups of entries by dragging or Shift-clicking. You can select noncontiguous entries by holding down Command (⌘) and clicking or dragging. To select all entries in the window, click Select All.

To rearrange columns, click the column heading and drag the column to a new location. To sort column entries, click the column heading you want to sort by.

If an entry is already selected, you can click to deselect it.

4   **Click Export.**

After a few moments, the entries you selected are exported and the Export window disappears.

Note: If you select entries, your selections override the date range chosen in Advanced Options. See Chapter 10, "Setting Advanced Options."

Changing how information is exported

When you export information from your Newton device, the information is transferred using a *field map*—a template to determine how information from your Newton application is mapped to information in your computer's application.

You can change the field map to meet your specific needs—if, for example, you have custom fields in your computer's application.

You can further refine how information is exported by choosing a date range for calendar information and setting application-specific options. See Chapter 10, "Setting Advanced Options," for more information.

7

Synchronizing Information

• • • • • •

This chapter describes how to synchronize information on your Newton device with information on your computer.

About synchronization

Synchronization lets you keep applications on your Newton device up-to-date with applications on your computer. For example, you might have a calendar application on your computer that you want to contain the same information as your Newton Dates application.

When you synchronize, the Newton Connection Utilities compare information in the file on your computer with information in your Newton application. Then the information is combined and updated in both areas based on the latest changes.

You can synchronize your Newton applications with a number of popular PIM (personal information manager) applications. For a list of applications you can use to synchronize, see the Read Me file that comes with the Newton Connection Utilities.

Your Newton device cannot synchronize files created by word-processing applications. To transfer information between your Newton device and a word-processing file, you need to use import or export.

An overview of synchronizing

The following illustration shows the steps you take to synchronize information for the first time. This chapter describes how to synchronize without setting advanced options. Chapter 10, "Setting Advanced Options," describes how to set advanced options when you synchronize.

1. Set up your synchronization.
Select a Newton application to synchronize.
Select a file on your computer.

Synchronization Setup

Advanced Options

2. If desired, use Advanced Options to set:
■ Date range
■ Conflict resolution
■ Field mapping
■ Miscellaneous options
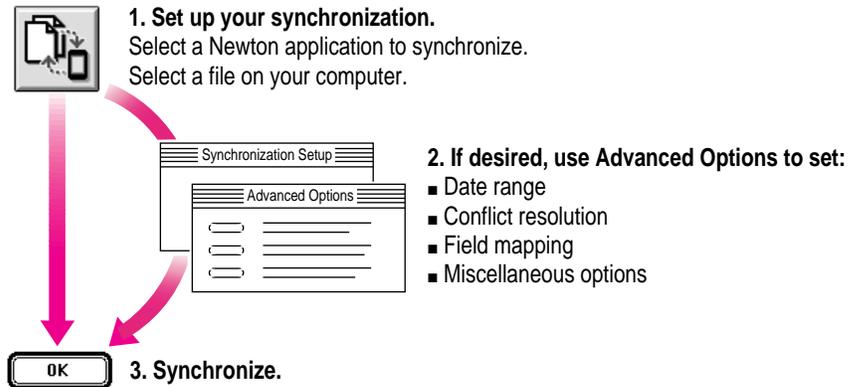
OK **3. Synchronize.**

After entering up your synchronization settings, you can synchronize your information with a single click of the Synchronize button.

Preparing to synchronize

Before you synchronize, follow these steps:

1 **Make a backup of information on your Newton device.**

For instructions, see Chapter 2, "Backing Up and Restoring Information."

When you synchronize, you might want to experiment with different field maps to get the desired results. In these cases, a recent backup will ensure you don't lose information.

2 **On your computer, create a file to synchronize with.**

See the Read Me file for a list of file formats (translators) you can use for synchronizing.

Synchronizing for the first time

To synchronize for the first time, follow these steps:

1 Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2 Click the Synchronize button in the Newton Connection Utilities window.

When you synchronize for the first time, the Synchronization Settings window appears automatically.

The highlight shows which application is currently selected.
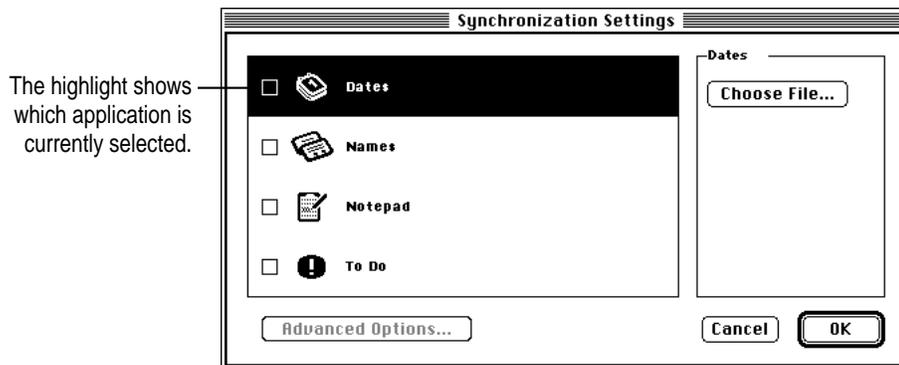
3 Select the Newton application you want to synchronize by clicking to highlight it.

4 **Click Choose File.**

A dialog box appears with a list of files on your computer.

```
Select a file to Synchronize:
  [📁 Schedules and Projects ▼]      ⊂⊃ Vagabond
  [📄 Desktop Calendar    ▲]           (  Eject   )
                        ⤵                (  Desktop  )
                                       ···················
                                        (  Cancel   )
                        ▼              ( [ Select ] )
File Type:  [  All Types      ▼]
```
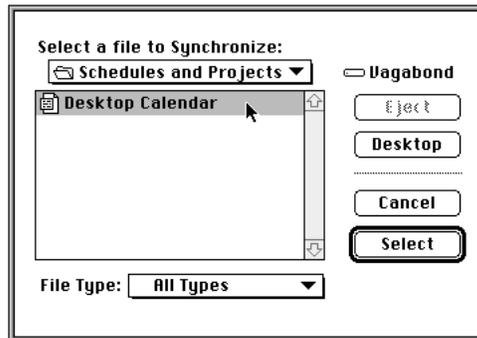
You can specify which types of files appear in the file list by choosing a file type from the File Type pop-up menu.

5 **Select the file you want to synchronize.**

6 **Click Select.**

The dialog box disappears and the name of the file you're synchronizing appears in the Synchronization Settings window.

Note: If the Newton Connection Utilities don't recognize the type of file you've selected, a dialog box appears asking you to specify which translator to use. Select a translator and click OK.

7 **Make sure the checkbox to the left of the Newton application is selected.**

Each application in the Synchronization Settings window has a checkbox next to it. You use this checkbox to turn synchronization on and off. If an X appears in the checkbox, the application will be synchronized. If no X appears, the application will not be synchronized.

The X in the checkbox indicates the application will be synchronized. The double-headed arrow points to the file with which it will be synchronized.

```
═════════════ Synchronization Settings ═════════════
                                              ┌─Dates──────────┐
  ☒  ◎  Dates   ←──────→   Desktop Calendar   │ [ Choose File... ]
                                              │
  ☐  ▤  Names                                 │ Synchronize with
                                              │ "Sample Organizer"
  ☐  ▥  Notepad                               │
                                              │
  ☐  ❗  To Do                                 │ Date: 1/6/97 1:19 PM
                                              │ Size: 75K
  [ Advanced Options... ]              [ Cancel ]  [ OK ]
```
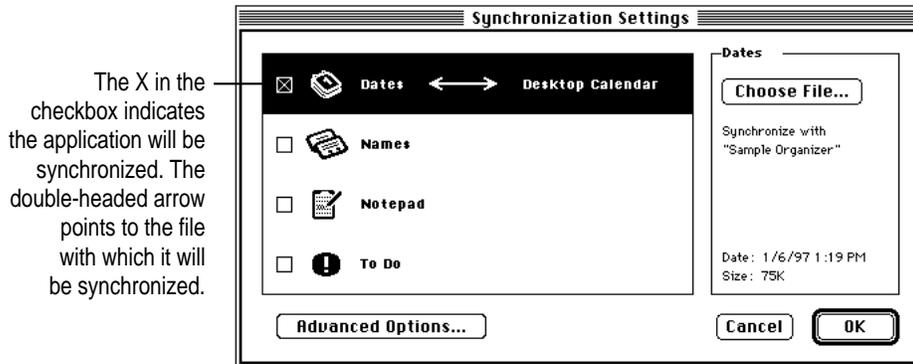
8 **Repeat steps 3 to 7 for all Newton applications you want to synchronize.**

You can select any combination of applications to synchronize. Each application you synchronize must have a file assigned and the checkbox to the left of the application must have an X in it.

9 **When you've finished setting up your synchronization, click OK.**

The Synchronization Settings window disappears and synchronization begins. Your synchronization settings are saved and remain in effect until you change them.

After a few minutes, the applications you chose are synchronized. Information in your Newton applications is combined with information in the computer files you selected. Both the file and your Newton application are updated.

Note: When you synchronize an application, the Conflict Resolution set for the application determines how information from your Newton device is combined with information in your computer's file. By default, conflicting entries in your Newton application (entries that are similar to but not identical to entries in the computer file) are added to your computer's file. For more information, see "Resolving Transfer Conflicts" in Chapter 10, Setting Advanced Options."

Resynchronizing your information

Whenever you change information on your Newton device or in your computer's file, you can resynchronize to keep your applications up-to-date.

For example, if you add meetings to your Newton Dates information, you can synchronize the information so the calendar on your computer matches your Newton device.

To resynchronize information, follow these steps:

1 Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2 Click Synchronize in the Newton Connection Utilities window.

A warning appears reminding you to make sure the correct storage card is inserted in your Newton device.
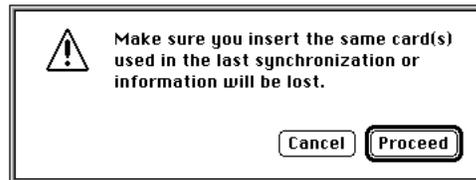
If you need to insert a storage card, click Cancel and start the procedure over with the card inserted.

3 Click Proceed.

Your Newton applications are resynchronized based on information in the Synchronization Settings window.

Synchronization happens automatically when you click the Synchronize button. No prompt appears asking you to confirm the synchronization.

Using a storage card when you synchronize

If you have a storage card inserted in your Newton device when you synchronize, the appropriate information on the card is included in the synchronization. For example, if you're synchronizing the Newton Names application, all names on the card are included in the synchronization.

IMPORTANT If you're synchronizing information on a card, be careful when you resynchronize to insert the same card you inserted when you last synchronized. Otherwise, you may lose information.

Changing synchronization settings

To change synchronization settings, follow these steps:

1   Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2   Choose Synchronization Settings from the Edit menu.

The Synchronization Settings window appears.

3   Select the application whose settings you want to change by clicking to highlight it.

4 **Change the synchronization settings as desired.**

For example, you can change the file you're synchronizing with and you can select or deselect the Newton applications to synchronize by clicking the checkboxes. You can also set advanced options (see Chapter 10, "Setting Advanced Options," for more information).
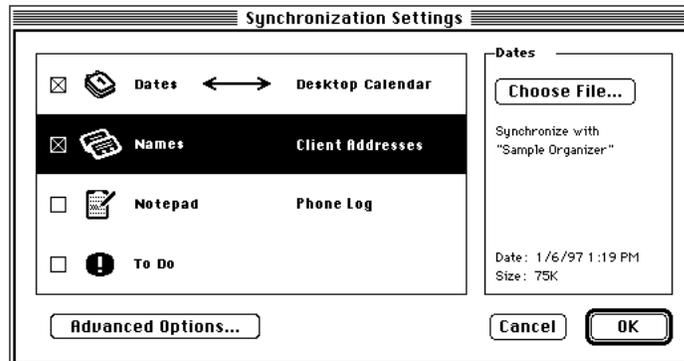
Click a checkbox to select an application to be synchronized. Click the Choose File button to change the computer file you're synchronizing.

See Chapter 10, "Setting Advanced Options," for more information about setting advanced options.

5 **When you've finished making changes, click OK.**

The Synchronization Settings dialog box disappears and your changes are saved.

Changing how information is synchronized

When you synchronize, information is transferred and combined using a default *field map*, a template that determines how information from your Newton application is mapped to information on your computer. You can change the field map to meet your specific needs.

You can further refine how information is synchronized by choosing a date range for calendar information, specifying how conflicting information is handled, and setting application-specific options. See Chapter 10, "Setting Advanced Options," for more information.

8 Importing Into Newton Works

This chapter describes how to import information from a file on your computer into the Newton Works application on your Newton device. For information about importing into other applications on your Newton device, see Chapter 5, "Importing Information to Your Newton Device."

Note: You can import information into Newton Works only if your Newton device uses the Newton 2.1 operating system.

About importing

You can import text and drawings into Newton Works on your Newton device. You must use files in a format that the Newton Connection Utilities can translate. After importing a file into Newton Works on your Newton device, you can use Newton Works to open and change the file.

Importing a file

Note: Before you import, make sure the file you're importing is in a format supported by the Newton Connection Utilities. See the Read Me file for a list of file formats (translators) supported by the Newton Connection Utilities.

To import a file into Newton Works, follow these steps:

1   Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2   Click the Newton Works Import button in the Newton Connection Utilities window.

A window appears in which you can select the file to be imported.
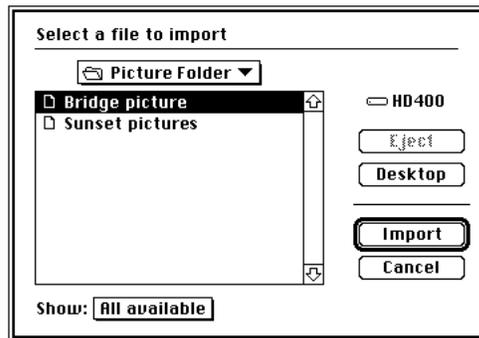
3   Select the file you want to import and click Import.

4   If a translator list appears, select the type of file you're importing from the list and click Open.

The Newton Connection Utilities translate the file and import it into your Newton Works application.

9 Exporting From Newton Works

This chapter describes how to export Newton Works information on your Newton device to a file on your computer. For information about exporting information from other Newton applications, see Chapter 6, "Exporting Information From Your Newton Device."

Note: You can export information from Newton Works only if your Newton device uses the Newton 2.1 operating system.

About exporting

You can export Newton Works documents to your computer by selecting the file and specifying the format the new computer file should have. You can only export information into a format that the Newton Connection Utilities can translate. After exporting a file from Newton Works, you can use an application on your computer to open and change the file.

Exporting a file

Note: Before you export, make sure your computer application can read the file format that you select for the Newton Works document. See the Read Me file for a list of file formats (translators) supported by the Newton Connection Utilities. Check your application's manual for information about file formats that the application can read.

To export a file from Newton Works, follow these steps:

1   Open the Newton Connection Utilities and establish a connection from your Newton device.

For instructions, see Chapter 1, "Getting Started."

2   Click the Newton Works Export button in the Newton Connection Utilities window.

A window appears in which you can select Newton Works files to be exported.
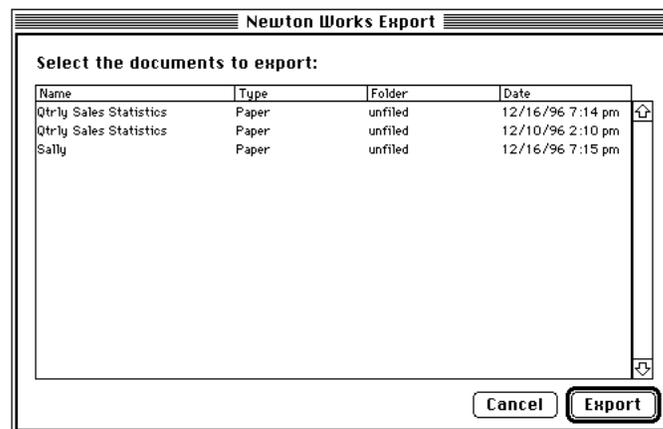
3   Select the files you want to export and click Export.

You can select groups of files by dragging or using Shift-click, or select noncontiguous files by holding down Command (⌘) and clicking or dragging.

A window appears in which you can specify a name for the computer file and select a file type.

4   Enter a name for the file, select a file type, and click Save.

The Newton Connection Utilities translate the file and export it to your computer.

10 Setting Advanced Options

This chapter describes how to use advanced options when you import, export, or synchronize to change how information is transferred between your Newton device and your computer. For information about importing or exporting with Newton Works, see Chapter 8, "Importing Into Newton Works" or Chapter 9, "Exporting From Newton Works."

Note: When you initiate a synchronization from your Newton device, the Newton Connection Utilities use the settings selected with your computer application. If you want to change settings, use the Newton Connection Utilities on your computer.

About advanced options

The Newton Connection Utilities allow you to use the following methods to further refine how information is transferred:

■ *Date Range:* For calendar applications, you can set a date range to specify which calendar entries to transfer. See "Changing the Date Range."

■ *Conflict Resolution:* When you transfer information, you can specify how conflicting information is handled. For example, should entries on your Newton device replace similar (but not identical) entries on your computer, or vice versa? See "Resolving Transfer Conflicts."

- *Field Mapping:* You can change how categories, or *fields,* of information in your Newton application are matched to fields of information in your computer's application. See "Using Field Maps."

- *Miscellaneous Options:* You can set options specific to the applications sending and receiving the information. See "Setting Miscellaneous Options."

Changing the date range

By default, if you transfer information from a calendar or datebook application, all information is transferred. You can use advanced options to set a date range.

The following section shows you how to set a date range when you export information from your Newton device. You can also use it as a model for specifying a date range when you import or synchronize.

To change the date range, follow these steps:

1   **Open the Newton Connection Utilities and follow the steps to export.**

For instructions, see Chapter 6, "Exporting Information From Your Newton Device."

The Export dialog box appears.

```
═══════════════════════════ Export ═══════════════════════════
  ⬜🗂    From:   Newton Dates
          To:     "Test"
                  Delimited Text
          For:    All dates (Tue, Jan 1, 1980 – Sun, Jan 1, 2040)
────────────────────────────────────────────────────────────────
  [ Advanced Options... ]          [ Cancel ] [ Select... ] [ Export All ]
```
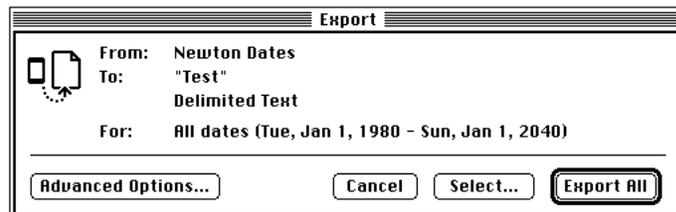
2   **Click Advanced Options.**

The Export dialog box expands to show more options for defining how information is exported.

```
┌══════════════════════ Export ══════════════════════┐
│  ┌──┐      From:   Newton Dates                      │
│  │□ │⤴     To:     "Test"                            │
│  └──┘               Delimited Text                   │
│ ─────────────────────────────────────────────────── │
│  Dates:     [ All dates          ▼ ]  From: 01/01/80    To: 01/01/40  │
│                                                       │
│  ┌─────────────────┐  Specify how to map fields in your Newton Application to fields in your │
│  │ Field Mapping... │  computer's application.       │
│  └─────────────────┘                                 │
│  ┌─────────────────┐  Choose application-specific options. │
│  │ Miscellaneous... │                                │
│  └─────────────────┘                                 │
│  ┌───────────────┐        ┌────────┐ ┌─────────┐ ┌───────────┐ │
│  │ Basic Options │        │ Cancel │ │ Select..│ │ Export All│ │
│  └───────────────┘        └────────┘ └─────────┘ └───────────┘ │
└─────────────────────────────────────────────────────┘
```
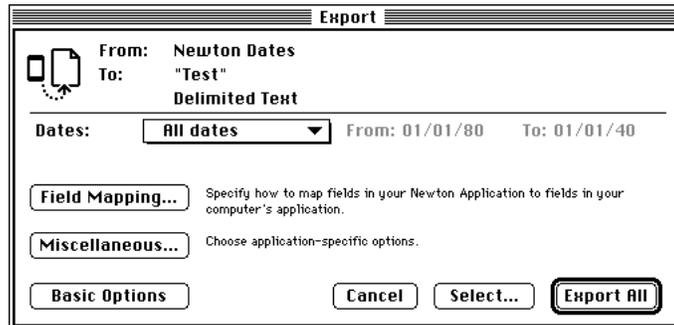
Note: The date range options appear only if you're transferring information from a calendar or datebook application.

3   **Choose a date range from the Dates pop-up menu.**

If you choose Custom, you can change the dates that appear to the right of the menu. Select the month, date, or year you want to change and use the up or down arrows to change the date.

4   **Click Export All.**

The information from your calendar application is exported using the date range you specified.

Resolving transfer conflicts

About conflict resolution

You can specify how conflicts are resolved when you transfer information between your Newton device and your computer.

A *conflict* occurs when key fields of information in your Newton application match key fields of information in your computer's application, but not all fields are the same. For example, your Newton and your computer might have two different phone numbers for the same person at a particular company.

The Newton Connection Utilities determine there's a conflict because the information in the key fields for the person's name and company are the same, but other information is not the same (in this case the phone number). The utilities must then determine whether to keep or change the conflicting information—for example, whether to keep the phone number from the computer file or from the Newton device.

You can determine how the Newton Connection Utilities handle conflicting entries. For example, if you usually make changes on your Newton device and always want those changes kept or transferred to your computer files, you can select a conflict resolution that always keeps your Newton application information. In this case, the information on the Newton is said to *win,* because it always replaces conflicting information in the computer file.

You can also have your computer *win*. Conflicting information is then updated from the computer file to your Newton device.

You can also have the utilities keep all information, adding all conflicting entries to your files so that nothing is lost.

When importing, you can have the information in your computer files replace information on your Newton device, but not change specific information that resides only on your Newton device. Say, for example, you keep birth dates in your Newton Names application, but don't keep them in your computer file. You can import information from your computer file into your Newton device without losing the birth dates. To do so, you set up the field mapping between the computer file and Newton application so that no information is transferred to the birth date field (the birth date field is unmapped). You can then choose the Merge conflict resolution to import information from your computer file to your Newton device without losing your birth date information.

If the utilities detect a conflict when synchronizing, they can make no changes to either the computer file or Newton device, ignoring the differences in information and maintaining both the computer and Newton device information as is. To leave conflicting information unchanged, you choose the Ignore conflict resolution.

Because the utilities use key fields to determine conflicts, the field mapping you set up for your computer and Newton device files is important. For more information, see "Using Field Maps" later in this chapter.

Note: Conflict resolution applies only when you import or synchronize information, not when you export.

Conflict resolution for importing

When you import, your choices for conflict resolution are:

■ *Add:* All conflicting entries from your computer's application are added to your Newton application.

■ *Computer Wins:* Entries from your computer's application replace conflicting entries in your Newton application.

■ *Newton Wins:* Entries from your computer application do not replace conflicting entries in your Newton application. (Thus, conflicts are ignored.)

■ *Merge:* Entries in your computer's application replace conflicting entries in your Newton application, but unmapped fields in your Newton application do not change. Only the fields that conflict are replaced. All unmapped or nonconflicting fields are left unchanged.

The following illustration shows how a conflict would be resolved when an entry from an address book on your computer is imported to your Newton Names application.

Desktop File

Samuel Wong
1049 Chestnut Street
(510) 555-1200

Import

Newton Names

Samuel Wong
1049 Chestnut Street
(415) 555-9289
wong@wplus.com

Add	**Computer Wins**	**Newton Wins**	**Merge**
Samuel Wong 1049 Chestnut Street (510) 555-1200 Samuel Wong 1049 Chestnut Street (415) 555-9289 wong@wplus.com	Samuel Wong 1049 Chestnut Street (510) 555-1200	Samuel Wong 1049 Chestnut Street (415) 555-9289 wong@wplus.com	Samuel Wong 1049 Chestnut Street (510) 555-1200 wong@wplus.com

Both entries appear on your Newton device.

Conflict resolution for synchronizing

When you're synchronizing, your choices for conflict resolution are

- *Add:* Conflicting entries on your Newton device are added to entries on your computer and vice versa.

- *Newton Wins:* Conflicting entries on your Newton device replace entries on your computer.

- *Computer Wins:* Conflicting entries on your computer replace entries on your Newton device.

- *Ignore:* Conflicting entries on your computer and your Newton device are unchanged.

The following illustration shows how a conflict is resolved when an entry from an address book on your computer is synchronized with your Newton Names application.

Newton Names

> Samuel Wong
> 1049 Chestnut Street
> (415) 555-9289
> wong@wplus.com

Synchronize

Desktop File

> Samuel Wong
> 1049 Chestnut Street
> (510) 555-1200
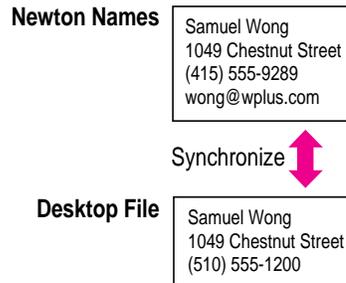
Add	**Newton Wins**	**Computer Wins**	**Ignore**
Samuel Wong 1049 Chestnut Street (510) 555-1200 Samuel Wong 1049 Chestnut Street (415) 555-9289 wong@wplus.com Newton Names and Desktop File	Samuel Wong 1049 Chestnut Street (415) 555-9289 wong@wplus.com Newton Names and Desktop File	Samuel Wong 1049 Chestnut Street (510) 555-1200 Newton Names and Desktop File	Samuel Wong 1049 Chestnut Street (415) 555-9289 wong@wplus.com Newton Names Samuel Wong 1049 Chestnut Street (510) 555-1200 Desktop File

For information on how to specify a conflict resolution when you transfer information, see "Choosing a Conflict Resolution," next.

Choosing a conflict resolution

The following section describes how to choose a conflict resolution when you import information. You can also use it as an example for resolving conflicts when you synchronize.

To choose a conflict resolution, follow these steps:

1 **Open the Newton Connection Utilities and follow the steps to import.**

For instructions, see Chapter 5, "Importing Information to Your Newton Device."

The Import dialog box appears.

```
═══════════════════ Import ═══════════════════
┌─────────────────────────────────────────────┐
│  ┌─┐   From:   "NCU.txt"                      │
│  │ ┌┐          Delimited Text                 │
│  └─┘┘  To:     Newton Notepad (text only)     │
│  ⋱↑                                           │
│ [ Advanced Options... ]      [ Cancel ] [ Import ] │
└─────────────────────────────────────────────┘
```
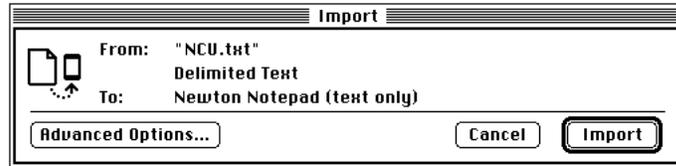
2 **Click Advanced Options.**

The Import dialog box expands to show advanced options, including a pop-up menu with a choice of conflict resolutions.

```
═══════════════════ Import ═══════════════════
┌─────────────────────────────────────────────────────┐
│  ┌─┐   From:   "NCU.txt"                              │
│  │ ┌┐          Delimited Text                         │
│  └─┘┘  To:     Newton Notepad (text only)             │
│  ⋱↑                                                   │
│ ─────────────────────────────────────────────────    │
│ On Conflict:  [ Add          ▼]  When entries conflict, entries on your │
│                                  computer (except exact duplicates) are │
│                                  added to entries on your Newton device.│
│                                                       │
│ [ Field Mapping... ]  Specify how to map fields in your computer's application to fields in your │
│                       Newton Application.             │
│                                                       │
│ [ Miscellaneous... ]  Choose application-specific options. │
│                                                       │
│ [ Basic Options ]              [ Cancel ] [ Import ]  │
└─────────────────────────────────────────────────────┘
```

3 **Choose the desired conflict resolution from the On Conflict pop-up menu.**

```
┌──────────────────────────────────────┐
│ On Conflict:  │✓Add              │    │
│               │ Newton Device Wins│   │
│               │ Computer Wins    │    │
│               │ Merge            │    │
└──────────────────────────────────────┘
```
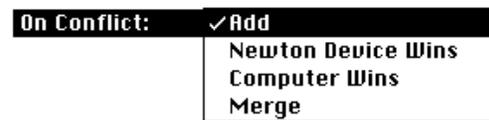
Note: The contents of this menu depend on whether you're importing or synchronizing information. For more information, see "About Conflict Resolution" earlier in this chapter.

After you set conflict resolution, you can import or you can set other advanced options.

4 **Click Import.**

The information is imported and conflicting entries are resolved based on the conflict resolution you specified.

Using field maps

You can create a new field map for transferring information.

About field maps

Application programs store information in categories, called *fields,* that describe the type of information entered. For example, an entry in an Address Book application might have several fields: a Name field, an Address field, a Phone field, a Job Title field, and so on.

Different applications may have different names for these fields. For example, one application might have a Work Address field and another might have an Office field. Despite the different names, the type of information entered in these fields is essentially the same.

Some applications have fields that don't exist in another application. For example, a Fax Number or E-mail Address field might appear in one application, but not another.

When you import, export, or synchronize information on your Newton device, the information is transferred using a default *field map.* This field map determines how information in your Newton application is mapped to information in your computer's application. It also lists which fields are transferred and which are not.

In most cases, the default field map will work fine for transferring information. However, you can change the default field map to meet your specific needs.

Changing a field map

The following section describes how to change a field map when you export information. You can also use it as an example for changing field maps when you import or synchronize.

IMPORTANT Be careful when you change a field map. The field map you create for each pair of applications (the Newton application and the corresponding computer application) applies whenever you import, export, or synchronize information between the two applications. If you make a mistake, you might lose information.

To change a field map, follow these steps:

1 **Open the Newton Connection Utilities and follow the steps to export.**

For instructions, see Chapter 6, "Exporting Information From Your Newton Device."

The Export dialog box appears.

2 **Click Advanced Options.**

The Export dialog box expands.
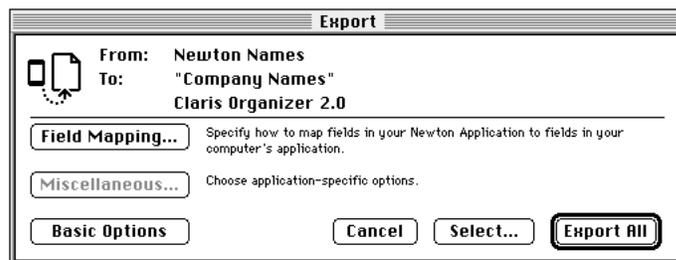
3 **Click Field Mapping.**

The Field Mapping dialog box appears. The contents vary depending on the applications you've selected for transferring information.
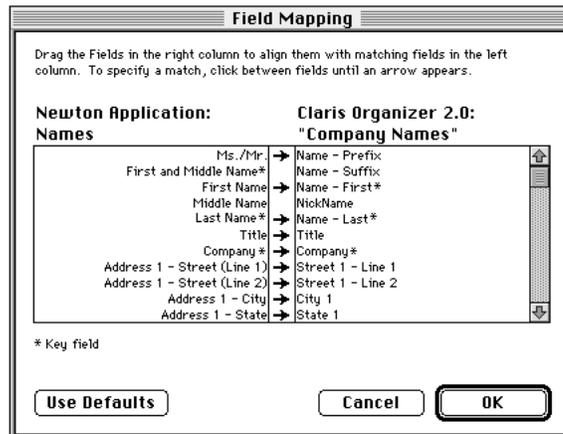
One column lists the application you're transferring information from (the source application). The other column lists the application you're transferring information to (the target application). The column of arrows shows which fields of information will be transferred. Click to add or remove arrows.

Note: Fields that show an asterisk are key fields that must be mapped for transfer.

4 **Drag fields in the right column (the target application) to match fields in the left column (the source application).**

5 **Make sure the fields you want to transfer are selected.**

To select a field for transfer, click in the arrow column to add an arrow next to the field. Information without arrows will not be transferred.

6 When you've finished making changes to the field map, click OK.

Your field map changes are saved and the Field Mapping dialog box disappears.

After you've created a new field map, you can export or you can set other advanced options.

7 Click Export All.

The information from your source application is exported to your target application using the field map you defined. This field map remains in effect for all transfers between the applications until you change it.

Changing a field map for a text file

When you import or export a text file, the field map is slightly different from from the one used for transferring information from another type of file.
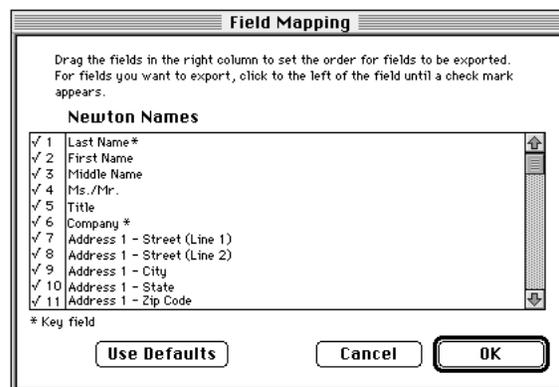
The right column shows the application you're exporting from and its fields.

The column of numbers indicates the order in which fields will appear in the text file. A checkmark indicates the field will be exported.

You can drag fields in the Newton application column to change the order of fields in the text file.

You can select which fields will be exported. To select a field for export, click in the numbers column until a checkmark appears. Unchecked fields will not be exported.

When you import a delimited text file, the field map looks like this:
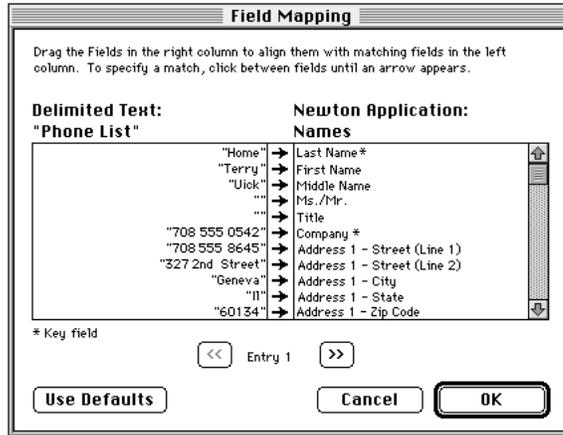
One column shows entries in the file you're importing. You can move through entries by clicking the forward and backward arrow buttons.

The other column shows the Newton application you're importing into and lists its fields. You can drag the fields to rearrange them.

The column of arrows indicates what information in the left column will be transferred to the fields in the right column. If no arrow appears, the information will not be imported. You click to add or remove an arrow.

Note: If you're importing a text file with column headings, the column headings appear when you display Entry 1.

Setting miscellaneous options

To further refine how information is transferred, you can set miscellaneous options specific to the type of information you're transferring. For example, a calendar application might have an option to control how ongoing meetings are handled.

You can also set options specific to the translation program used to transfer the information. For example, if you're exporting an application to a text file, you can specify whether the text file includes column headings and what character is used to separate fields.

The following example shows you how to set miscellaneous options when you're importing information. You can also use it as a model for setting miscellaneous options when you're exporting or synchronizing.

To set miscellaneous options, follow these steps:

1 **Open the Newton Connection Utilities and follow the steps to import.**

See Chapter 5, "Importing Information to Your Newton Device," for more information.

The Import dialog box appears.

2   **Click Advanced Options.**

The Import dialog box expands.

```
┌─────────────────────────────────────────────────────────────┐
│ ▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤  Import  ▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤▤ │
│  ┌──┐   From:   "Desktop Calendar"                            │
│  │□ ┐│          Claris Organizer 2.0                          │
│  │⋰ │   To:     Newton Dates                                  │
│                                                               │
│  Dates:     ┌──────────────┬──┐  From: 01/01/80   To: 01/01/40│
│             │ All dates    │ ▼│                               │
│                                                               │
│  On Conflict:  ┌───────────┬──┐   When entries conflict, entries on your│
│                │ Add       │ ▼│   computer (except exact duplicates) are │
│                └───────────┴──┘   added to entries on your Newton device.│
│                                                               │
│  ┌────────────────┐  Specify how to map fields in your computer's application to fields in your│
│  │ Field Mapping...│  Newton Application.                     │
│  └────────────────┘                                           │
│  ┌────────────────┐  Choose application-specific options.     │
│  │ Miscellaneous...│                                          │
│  └────────────────┘                                           │
│  ┌────────────────┐                      ┌────────┐ ┌────────┐│
│  │ Basic Options  │                      │ Cancel │ │ Import ││
│  └────────────────┘                      └────────┘ └────────┘│
└─────────────────────────────────────────────────────────────┘
```
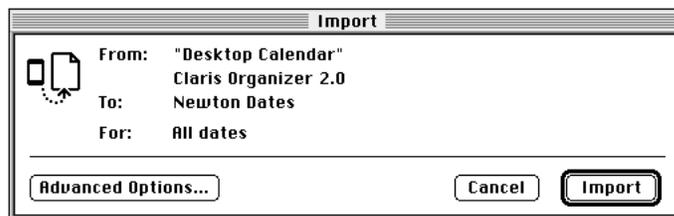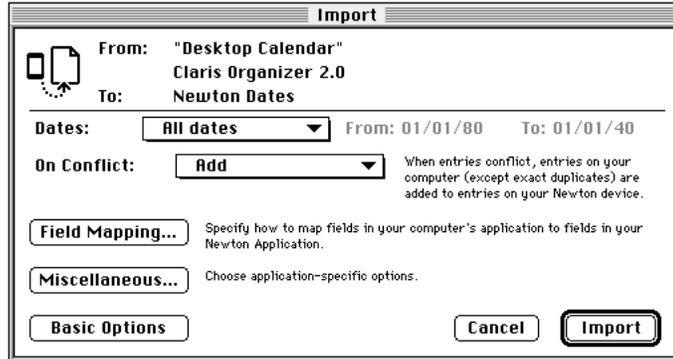
3   **Click Miscellaneous.**

The Miscellaneous dialog box appears. The contents of the dialog box depend on the application you're using to transfer information. Following are some examples:

```
┌─────────────────────────────────────────────────┐
│ ▤▤▤▤▤▤▤▤▤▤▤  Miscellaneous  ▤▤▤▤▤▤▤▤▤▤▤ │
│                                                 │
│  When importing from "Desktop Calendar":        │
│     ☐ Repeat unknown, ongoing appointments      │
│     ☐ Include completed To Do items             │
│  ─────────────────────────────────────────────  │
│                         ┌────────┐  ┌────────┐   │
│                         │ Cancel │  │   OK   │   │
│                         └────────┘  └────────┘   │
└─────────────────────────────────────────────────┘
```

The above dialog box appears when you're exporting from a calendar application.

```
╔═══════════════ Miscellaneous ═══════════════╗
║ When exporting to "Test":                    ║
║ ───────────────────────────────────────────  ║
║ Text Options                                 ║
║     ⊠ Add column headings                    ║
║     End Fields with:  [ Comma  ▼ ]           ║
║     End Entries with: [ Return      ▼ ]      ║
║ ───────────────────────────────────────────  ║
║                                              ║
║                   [ Cancel ]  (( OK ))       ║
╚══════════════════════════════════════════════╝
```
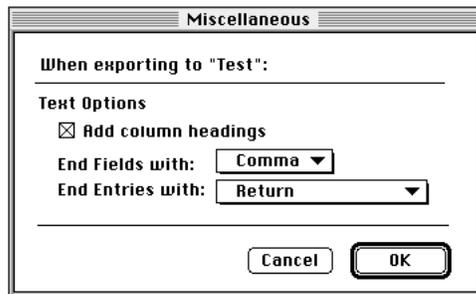
This dialog box appears when you're exporting to a text file. The options that appear are specific to the text translator. You use these options to specify how fields and entries are separated in the text file.

4   Select the desired options.

Typical items you can set in Miscellaneous options include:

■ *Repeat unknown, ongoing appointments:* Some calendar applications allow you to set ongoing appointments—for example, a meeting that occurs every third Thursday of the month. Select this option if you want to transfer all occurrences of your repeating meetings. If you don't select this option, and the file you're exporting to doesn't support repeating meetings, only the first occurrence of each repeating meeting will be transferred.

   IMPORTANT With some calendar applications that don't support ongoing meetings, if you transfer ongoing meetings, the application may treat each occurrence as a separate meeting. To remove these meetings, you'd have to delete each instance individually.

■ *Include completed To Do items:* Select this option if you want to include completed items when you transfer a To Do list.

■ *Column headings:* If you're exporting information to a text file, select this option to include field names in the first line of the text file. If you're importing information from a text file, select this option if field names are included in the first line of the text file.

   Tip: If your file has column headings and you turn on the Column headings option, the Newton Connection Utilities can create more accurate default field maps.

- *End Fields with or Fields end with:* If you're exporting information to a text file, choose the character to separate fields in the text file. If you're importing information from a text file, choose the character that separates fields in the text file.

- *End Entries with or Entries end with:* If you're exporting information to a text file, choose the character to separate entries in the text file. If you're importing information to a text file, choose the character that separates entries in the text file.

5 **Click OK.**

The Miscellaneous dialog box disappears. The options you selected remain in effect until you change them.

After you set miscellaneous options, you can import or you can set other advanced options.

6 **Click Import.**

The information is imported using the miscellaneous options you selected.

11 Using the Utilities From Your Newton Device

This chapter describes how to use the Newton Connection Utilities from your Newton device instead of from your computer.

Using the utilities

To use the Newton Connection Utilities from your Newton device:

■ **Open the Newton Connection Utilities and establish a connection from your Newton device.**

For instructions, see Chapter 1, "Getting Started."

The Newton Connection Utilities buttons appear on your Newton screen. You can use these buttons to select a utility.

Note: The options to export from Newton applications (including Newton Works) and to import into Newton Works are available only from the computer.

Tap to restore a backup file to your Newton device.

Tap to back up your Newton device.

Tap to install a package.

Tap to import information to your Newton device.

Tap to use your computer's keyboard.

Tap to synchronize information.
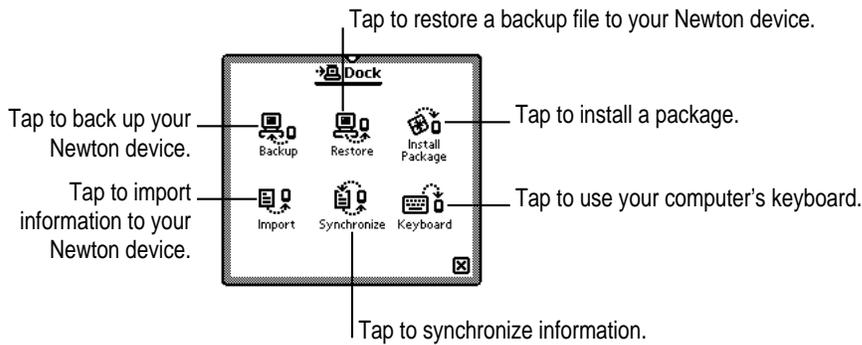
The utilities on your Newton device work the same way as their counterparts on your computer. To export information from your Newton device, or import into Newton Works, use the Newton Connection Utilities window on your computer.

When you use the Newton device to initiate synchronization with your computer, the utilities use the settings previously selected on your computer. Use the utilities on your computer to change these settings, if necessary.

Finding files on your computer from your Newton device

When you need to select a file on your computer (for example, when you restore files or install packages), a slip appears with a list of files. You locate files from your Newton device just as you would from your computer.

Tap to display a list of folders and disks on your computer.

Select a package to install

Packages
Projects
Desktop

The files in the disk or folder you choose are listed here.

Tap the up or down arrow to see more files in the list.
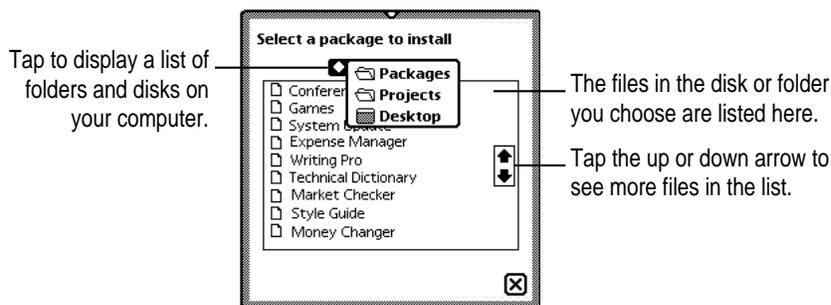
Importing information using your Newton device

When you import information, a slip appears asking you to select a file to import. You may also need to choose a translator for the file. Your Newton slip may appear different depending on the type of file you're importing:

Shows the file you're importing

Select which application will receive the information.

Tap to set a date range.

Tap to select a conflict resolution.
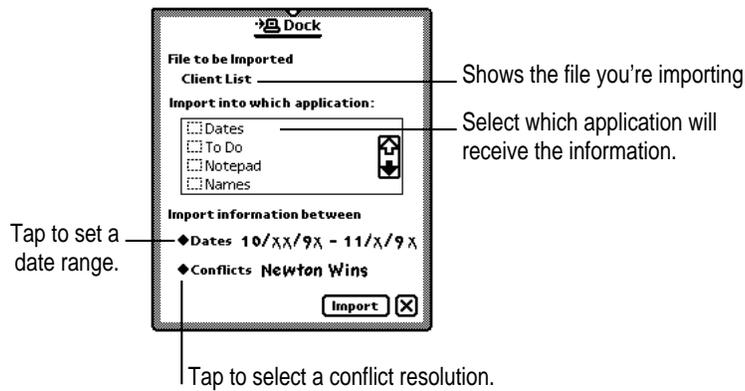
Changing Dock preferences

To change Dock preferences on your Newton device, follow these steps:

1   **Tap ☒ to close the Newton Connection Utilities slip and end the connection.**

You cannot change connection preferences while a connection is established between your Newton device and your computer.

Tap to close the slip and end the connection.
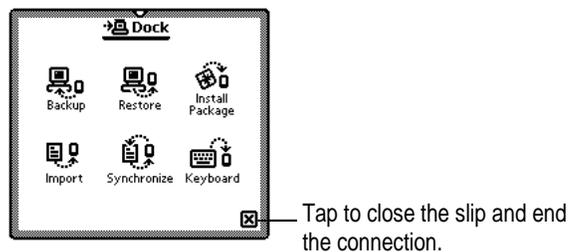
2 On your Newton screen, tap Dock (or Connection ⇢🖳). .

A slip appears.

Tap to change connection preferences.
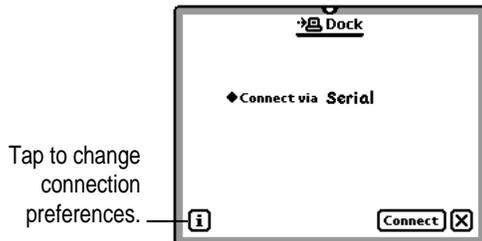
3 Tap the information 🛈 button and tap Prefs in the list.

A slip appears with a list of connection preferences.
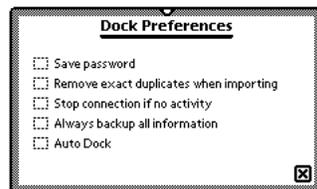
4 Select the desired Dock preferences.

Connection preferences include the following:

- *Save password:* Saves the password you've set for the Newton Connection Utilities. If this item is selected, you only need to enter the password once rather than every time you connect to the Newton Connection Utilities. For more information on setting a password, see "Setting a Connection Password" in Chapter 1, "Getting Started."

- *Remove exact duplicates when importing:* You don't need to turn on this option. The Newton Connection Utilities automatically prevent exact duplicates when you import.

- *Stop connection if no activity:* Ends the connection between your Newton device and your computer after a period of inactivity determined by the Sleep preferences you've set on your Newton device. This allows your Newton to go to sleep. It applies only if you're using your Newton device with battery power.

- *Always backup all information:* Automatically backs up all information and packages when you tap Backup.

- *Auto Dock:* When this option is selected, the Newton device automatically backs up or synchronizes whenever you establish a connection, according to the settings you selected in the Newton Connection Utilities. For more information, see "Setting Up for Auto Dock" in Chapter 1, "Getting Started."

Note: This option is available only on Newton devices using the Newton 2.1 operating system.

5 **Tap ☒ to close the slip.**

Your connection preferences are saved and will be used when you connect your Newton device to your computer.

12 Troubleshooting

• • • • • •

This chapter describes some problems you may encounter when using the Newton Connection Utilities. For problems related to your Newton device, see the user's manual that came with your Newton device. For the latest product and troubleshooting information, check the Read Me file located in the Newton Connection Utilities folder or see Apple's Newton site on the World Wide Web (http://www.newton.apple.com).

Problems installing the utilities

An error message appears when I try to install the Newton Connection Utilities.

- Make sure your computer meets the installation requirements. See "Installation Requirements" in Chapter 1, "Getting Started."

- If you have a virus protection program on your computer, turn it off. After you install the Newton Connection Utilities, you can reactivate the virus protection program.

I moved the application to a new location on my computer and now it won't work.

- The Newton Connection Utilities need to remain inside the Newton Connection Utilities folder. If you moved the application out of the folder, replace it within the folder. You can move the entire folder to a new location, and you can use an alias if you want to access the application from a different location. You can also select a different location for the Backups folder from within Newton Connection Utilities.

Problems establishing a connection

I can't establish an AppleTalk or serial connection from my Newton device.

- Check your connection cables to make sure they're connected properly. See "Connecting a Newton Device to Your Computer" in Chapter 1, "Getting Started."

- If you're connected via an AppleTalk network, make sure AppleTalk is active. See "Connecting Over an AppleTalk Network" in Chapter 1. Also make sure the network is up and running.

- Make sure you've selected the correct type of connection on your computer. See "Preparing Your Computer" in Chapter 1.

- Make sure you've selected the correct type of connection on your Newton device. See "Preparing Your Newton Device" in Chapter 1.

- If you have a MessagePad 2000 or 2100, make sure you connected the serial adapter to your Newton device before connecting it to the serial cable.

I can't choose menu commands or click buttons in the Newton Connection Utilities window.

- Most menu commands and buttons are dimmed in the Newton Connection Utilities window until you establish a connection from your Newton device. See "Establishing a Connection" in Chapter 1, "Getting Started."

Problems backing up and restoring information

I can't create a backup file.

- Make sure your Newton device is connected to your computer and you've selected the correct type of connection on your computer. See "Connecting a Newton Device to Your Computer" and "Preparing Your Computer" in Chapter 1, "Getting Started."

- Make sure you've selected the correct type of connection on your Newton device. See "Preparing Your Newton Device" in Chapter 1.

- Make sure you've established a connection from your Newton device. See "Establishing a Connection" in Chapter 1.

- Make sure you have enough disk space on your hard disk for the backup file.

I can't locate backup files in the Newton Connection Utilities folder.

■ You may have changed the location of backup files to another folder. See "Changing the Location of the Backups Folder" in Chapter 2, "Backing Up and Restoring Information."

When I back up a storage card, the information on the card is backed up, but not the packages.

■ Make sure you've selected "Include all packages" in the Backup dialog box. See "Backing Up All Information and Packages" in Chapter 2, "Backing Up and Restoring Information."

■ The Newton Connection Utilities do not back up packages on a storage card if you're using the Newton 2.1 operating system and the storage card is formatted for an earlier version of the Newton operating system. You may be able to back up packages using another connection utility or by moving them to the Newton's internal storage area.

I can't restore backup files created with the Newton Connection Kit 2.0 or 1.0.

■ The Newton Connection Utilities do not read files created with Newton Connection 2.0 or 1.0.

I can't restore because the most recent backup file is damaged or lost.

■ Use a previous backup from the Previous Backups folder. See "Previous Backups" in Chapter 2, "Backing Up and Restoring Information."

I can't restore a backup file because there's not enough memory available on my Newton device.

■ Delete items you no longer use from your Newton device and try restoring again.

I can't restore a backup file because there's not enough memory available on my computer.

■ You may have to increase the amount of memory allocated to the Newton Connection Utilities. Select the application, choose Get Info from the File menu, and type a larger number in the Preferred Size box.

When I restore information from a Newton device that uses an earlier version of the Newton operating system to a Newton device that uses the Newton 2.1 operating system, my To Do list disappears.

■ You may have set the wrong date on your Newton device. Correct the date and try restoring again.

My backup files on my computer are increasing in size even though I've eliminated information that I'm backing up from the Newton device.

■ Try moving your backup files to a different location, then make a new backup. The new backup files should be smaller. You can then erase the old files and use the new smaller ones.

Problems installing packages

I can't install a package.

■ You may not have enough free storage space on your storage card or Newton device. Try deleting packages and information you don't need.

■ Contact the software publisher to make sure the package is compatible with the Newton 2.0 or 2.1 operating system.

A package I installed on my Newton device takes up less memory than on my computer.

■ Some packages are compressed when you install them on your Newton device. The package will work properly.

I can't establish a serial connection from my PowerBook or PowerBook Duo.

■ Choose the Chooser from the Apple (🍎) menu and make sure AppleTalk is inactive.

■ Open the PowerBook Setup control panel and make sure Modem is set to Normal.

When I restore a package to my Newton device, an "X" appears on top of the package.

■ An "X" means the package is not activated or is a duplicate. To activate the package, restart your Newton device, or open the package by tapping its icon.

Problems importing, exporting, and synchronizing

I can't import a text file.

■ Make sure the file is in plain text format. You can only import plain text files into the Newton Notepad.

■ Make sure you've specified the correct field and entry separators in the file. See "Setting Miscellaneous Options" in Chapter 10, "Setting Advanced Options."

My application is not synchronizing when I click the Synchronize button.

■ Make sure you've selected a file to synchronize. See "Synchronizing for the First Time" in Chapter 7, "Synchronizing Information."

■ Make sure the checkbox to the left of the application is checked (an X appears in it) in the Synchronization Settings dialog box. See "Synchronizing for the First Time" in Chapter 7.

Information in my source application is not mapping correctly to information in my target application.

■ You may need to change the field map for the applications. See "Changing a Field Map" in Chapter 10, "Setting Advanced Options."

I can't set a custom date range.

■ Make sure you've selected Custom from the Dates pop-up menu. See "Changing the Date Range" in Chapter 10, "Setting Advanced Options."

When I transfer calendar items that represent repeating meetings, I only see future meetings, not meetings already passed.

■ Some calendar applications don't support ongoing meetings. If you transfer repeating meetings, they may be treated as many separate meetings instead of a repeated occurrence of a single event. A limited number of meetings are transferred. For example, if a daily repeating meeting is transferred, a month's worth of separate meetings are set up on the computer. Meetings that occurred in the past are generally not exported, unless the number of meetings has been set in a date range.

Information on my Newton Notepad doesn't look the same when I transfer it to my computer.

■ Some information in your Newton Notepad may not translate directly to an application on your computer and vice versa. See the Appendix, "Working With Translators."

■ Graphics and ink text are converted to asterisks when exported to a file on your computer. If the file is imported to the Newton device again, the original items will not appear in place of the asterisks.

Appendix
Working With Translators

The Read Me file that comes with your Newton Connection Utilities includes a list of translators that come with the utilities. You can use these translators to import, export, or synchronize information between your Newton device and applications on your computer.

Here are some tips for working with translators (these tips don't apply to Newton Works import and export):

- When you export from the Notepad, one file is created on your computer even if you have several notes on your Newton device.

- When you export notes that contain full paragraphs of ink, each ink paragraph is converted to a graphic on your computer.

- When you export notes that contain paragraphs with mixed ink and text, only the text is exported, unless you export using the RTF format.

- If you export mixed text and graphics (for example, a drawing with text labels) from your Newton device, the information is converted to an RTF file with graphics included as PICT files.

- If you import graphics that are wider or taller than the Newton screen, the upper left corner of the graphic appears on your Newton device.

- Some translators may turn repeating meetings into separate individual meetings. In this case, you can specify whether only the first instance of this meeting is transferred or all instances of this meeting. For more information, see "Setting Miscellaneous Options" in Chapter 10, "Setting Advanced Options."

- You cannot synchronize with files created by word-processing applications.

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Newton Connection Utilities
User's Manual
for the Macintosh Operating System

Contents

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Where to Find More Information

This book describes how to install and use the Newton Connection Utilities.
In addition to this book, you can get answers about the Newton Connection
Utilities from the following sources:

On your computer's hard disk

In the Read Me document

The Read Me file that comes with your Newton Connection Utilities
contains a list of the translators that come with the utilities and late-
breaking information about the utilities.

Other printed materials
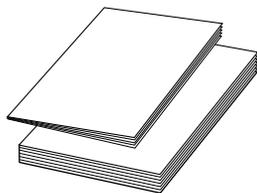
In other manuals

For answers to questions about applications or equipment you use
with the Newton Connection Utilities, see the manuals that came
with the products.

On the Internet

At Apple's Web sites

Apple maintains a number of sites on the World Wide Web that provide software updates, product information, and technical information. One site is devoted to Newton products (http://www.newton.apple.com).

Over the telephone

From Apple's customer support line

The Newton Connection Utilities come with 90 days of free phone support. If you can't find an answer in any of the materials provided, call the Apple Assistance Center. (See the service and support information that came with the Newton Connection Utilities.)